



# FARNHAM TOWN COUNCIL

## Agenda Council

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**Time and date**

Thursday 1st May, 2025 at 6.00 pm

**Place**

Council Chamber - Farnham Town Hall.

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To ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** on **Thursday 1st May, 2025, at 6.00 pm** in the Council Chamber - Farnham Town Hall. The Agenda for the meeting is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Lynch'.

**Iain Lynch**  
**Town Clerk**

**Members' Apologies**

**Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.**

**Recording of Council Meetings**

This meeting is digitally recorded and retained until the minutes are signed.

**Questions by the Public**

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**Members of the Public are welcome and have a right to attend this Meeting.** Please note that there is a maximum capacity of 30 in the public gallery.



# FARNHAM TOWN COUNCIL

## Disclosure of Interests Form

Notification by a Member of a disclosable pecuniary interest in a matter under consideration at a meeting (Localism Act 2011).

*Please use the form below to state in which Agenda Items you have an interest.*

*If you have a disclosable pecuniary or other interest in an item, please indicate whether you wish to speak (refer to Farnham Town Council's Code of Conduct for details)*

As required by the Localism Act 2011, I hereby declare, that I have a disclosable pecuniary or personal interest in the following matter(s).

FULL COUNCIL: 1 May 2025

Name of Councillor .....

	Nature of interest (please tick/state as appropriate)		
Agenda Item No	I am a Waverley Borough Councillor/Surrey County Councillor*	Other	Type of interest (disclosable pecuniary or Other) and reason

\* Delete as appropriate



# FARNHAM TOWN COUNCIL

## Agenda Council

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### Time and date

Thursday 1st May, 2025 at 6.00 pm

### Place

Council Chamber - Farnham Town Hall, South Street, Farnham

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### Prayers

Prior to the meeting prayers will be said in the Council Chamber by Pastor Michael Hall of The Wey Church. Councillors and members of the public are welcome to attend.

### 1 Apologies

To receive apologies for absence.

### 2 Disclosures of Interest

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any disclosable pecuniary or other interests, or of any gifts and hospitality, in line with the Town Council's Code of Conduct.

#### NOTES:

- (i) *The following councillors have made a general non-pecuniary interest declaration in relation to being councillors of Waverley Borough Council: Cllrs David Beaman, Alan Earwaker, George Murray, Tony Fairclough, George Hesse, Andrew Laughton, Mark Merryweather, Kika Mirylees, John Ward, and Graham White.*
- (iii) *The following councillor has made a general non-pecuniary interest declaration in relation to being a councillor of Surrey County Council: Cllr Michaela Martin;*
- (iv) *Members are requested to make any declarations of interest, on the form attached, to be returned to [customer.services@farnham.gov.uk](mailto:customer.services@farnham.gov.uk) by 5pm on the day before the meeting.*

*Members are reminded that if they declare a pecuniary interest they must leave before any debate starts unless dispensation has been obtained.*

### 3 Minutes

**(Pages 7 - 12)**

To sign as a correct record the minutes of the Farnham Town Council meeting held on 20<sup>th</sup> March 2025 at Appendix A.

### 4 Questions and Statements by the Public

In accordance with Standing Order 10.1, the Town Mayor will invite members of the public present to ask questions or make statements.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 20 minutes overall.

**5 Town Mayor's Announcements**

To receive the Town Mayor's announcements.

**6 Questions by Members**

To consider any questions from councillors in accordance with Standing Order 9.

**Part 1 - Items for Decisions**

**7 Working Group Notes (Pages 13 - 26)**

1) To receive the notes and any recommendations of the following Working Groups:

- i) Community & Culture held 16th April 2025 at Appendix B
- ii) Strategy and Resources held on 23rd April 2025 at Appendix C

2) To receive a verbal update on any relevant matters from the Environment Working Group.

**8 Approval of Year End Accounts 2024-25 (Pages 27 - 78)**

The following papers are to be read in conjunction with the minutes of the Strategy and Resources Working Group held on 23rd April 2025 and are for formal approval by the Council prior for submission to the External Auditor. These documents were previously circulated to all councillors ahead of the Strategy & Resources Working Group.

- i) To receive a report on the 2024/24 Outturn Appendix D
- ii) To receive the 2024/24 Income and Expenditure Outturn Appendix E
- iii) To consider the final Internal Auditor's Report for the Year Ended 31 March 2025 and accept the issues raised Appendix F
- iv) To receive and agree the draft Report and Financial Statements for 2024/25 and earmarked reserves at 31st March 2025 Appendix G
- v) To approve the Annual Governance Statement (Section 1 of Annual Governance and Accountability Return) at Appendix H
- vi) To approve the variances between 2023/24 and 2024/24 Annual Returns Appendix Hi.
- vii) To approve the Annual Governance and Accountability Return for the Year Ended 31st March 2025 for signature and submission for External Audit at Appendix H

**9 Planning and Licensing Applications (Pages 79 - 106)**

To receive the minutes of the Planning & Licensing Consultative Group meetings held on 23rd March, and 7<sup>th</sup> April at Appendices I, J & K.

**10 Election of Working Groups 2025-2026 (Pages 107 - 118)**

To elect Working Groups, Panels and Task Groups in accordance with Standing Orders 15 at Appendix L.

**11 Election of councillors to act as liaison for Farnham Town Council with external organisations.**

To appoint representatives (and reserves where appropriate) who will act as the liaison between Farnham Town Council and external bodies and report back to the Council on matters of interest at Appendix L.

**Part 2 - Items to Note**

**12 Actions taken under the Scheme of Delegation**

To receive details of any actions taken under the scheme of delegation not already reported.

**13 Reports from Other Councils**

To receive from Councillors any updates on matters affecting Farnham from Waverley Borough Council and Surrey County Council.

**14 Reports from Outside Bodies**

To receive from Members any verbal reports on Outside Bodies where they represent Farnham Town Council.

**15 Date of Next Meeting**

To agree the date of the next meeting as 15th May 2025 which will be the Annual Meeting of Council with Mayor Making.

**16 Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

**Item 3 - Confidential Items**

**17 Any confidential matters (if required) arising from discussions of the Working Group notes or HR Panel.**

- 1) HR Panel held on 29<sup>th</sup> April at Exempt Appendix M (Deferred).
- 2) Other Working Groups
- 3) Recipients of the Services to Farnham Awards 2025 at Exempt Appendix N.

**Council Membership:**

Alan Earwaker, David Beaman, Mat Brown, Sally Dickson, Tony Fairclough, George Hesse, Chris Jackman, Andrew Laughton, Michaela Martin, Brodie Mauluka (Mayor), Mark Merryweather, Kika Mirylees, George Murray (Deputy Mayor), John Ward, Graham White and Tim Woodhouse

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# FARNHAM TOWN COUNCIL

# A

## Minutes Council

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### Time and date

6.00 pm on Thursday 20th March, 2025

### Place

Council Chamber - Farnham Town Hall

### Councillors

Councillor Alan Earwaker  
Councillor David Beaman  
Councillor Mat Brown  
Councillor Sally Dickson  
Councillor Tony Fairclough  
Councillor George Hesse  
Councillor Chris Jackman  
Councillor Andrew Laughton  
Councillor Brodie Mauluka (Mayor)  
Councillor Mark Merryweather  
Councillor George Murray (Deputy Mayor)  
Councillor John Ward  
Councillor Graham White  
Councillor Tim Woodhouse

### Apologies for absence

Michaela Martin

### Officers Present:

Iain Lynch (Town Clerk), Lucy Dorkins (Business & Facilities Manager).

There were 3 members of the public and 1 member of the press in attendance.

Prior to the meeting, prayers were led by Pastor Michael Hall.

#### C94/24 **Apologies**

Apologies were received from Cllr Martin.

#### C95/24 **Disclosures of Interest**

There were no disclosures of interest.

**C96/24 Minutes**

The Minutes of the meeting held on 30<sup>th</sup> January 2025 were agreed as a correct record.

**C97/24 Questions and Statements by the Public**

There were no questions or statements from the public.

**C98/24 Town Mayor's Announcements**

The Mayor welcomed Lucy Dorkins to her first Council meeting as the new Business & Facilities Manager and Council wished her well in her role.

The Mayor advised that he had a lovely visit to celebrate the Lunar new year with the Triple Fun Chinese Language School where he wrote his name in Chinese.

The Mayor said he was honoured to present prizes at the Farnham Sports awards held at the Farnham Rugby Club. He was very impressed with the achievements of young and old alike in so many sports.

He also attended the Surrey Armed Forces Covenant event at Pirbright which was an excellent reminder of what the armed forces and reservists based in Farnham are achieving and to underline Farnham's own covenant as a community with them.

The Mayor attended the World day of prayer in the Spire Church bringing together all faiths and was also at the Spire Church for the 10<sup>th</sup> anniversary of the excellent Farnham Repair Café.

On Commonwealth Day Farnham joined others around the Commonwealth in raising a flag and underpinning the connections people across the commonwealth have with each other.

Finally the Mayor congratulated Cllr Kika Mirylees, the events team and all involved in the incredible Literary Festival which was the best yet.

**C99/24 Questions by Members**

Cllr Hesse Question asked the following question of the Town Clerk under Standing Order 9.

"Please advise Council the position regarding the need for competitive tendering for the proposed new Gostrey toilet and storage building, and a local architect's competition, for both stages - design and also construction, as laid out in standing orders."

In response, the Town Clerk advised that

"The Council has acted in accordance with both Financial Regulations and Standing Orders for the procurement of the design of the new amenity building. The second phase will be subject to a formal tender in accordance with Financial Regulations and the Procurement Act 2023 which came into force in February 2025 and has similar thresholds to the Public Contracts Regulations 2015".

**C100/24 Working Group Notes**

**A Environment**

Cllr Brown introduced the report of the Environment Working Group meeting held on 27<sup>th</sup> February at Appendix B to the agenda.



- i) The Working Group recommended that FTC support the Hive Helpers proposed family Bee Trail around Farnham consisting of Oak posts and plaques with brass or synthetic stone images that could be rubbed. It was also recommended that the trail be replicated in the cemeteries.

**It was RESOLVED unanimously to progress the oak posts with synthetic stone images for the bee trail at a cost of £1,680 and to trial further oak post trails in Badshot Lea and Hale cemeteries, with West Street cemetery and Green Lane being considered thereafter.**

- ii) The Working Group had considered a range of matters including an update on Library Gardens, the Green Flag judging, plans for changes in the composting arrangements; the initial findings from the latest tree safety survey, a Surrey County Council highways volunteering initiative; the introduction of a natural herbicide control using a mixture of salt and vinegar and an additional name for the Notable Names of Farnham wall; and allotment and cemetery matters.

**It was RESOLVED unanimously that:**

- 1) Compost bays are created at key sites, including Gostrey Meadow, West Street Cemetery, Hale Cemetery, Badshot Lea Cemetery, Evelyn Borelli Garden of Remembrance.**
- 2) A chipper and mulching decks be purchased to improve efficiency**
- 3) FTC signs up to the SCC community highways volunteering scheme but target activities that would benefit Farnham in Bloom;**
- 4) An experiment of using a salt and vinegar mixture for weed control be implemented.**
- 5) Lt Colonel John Luard be added to the Notable Names of Farnham wall.**

- iii) In terms of street scene issues, Cllr Brown advised the Working Group had discussed graffiti, particularly around the Woolmead; and the poor state of bus stops in Alma Lane. In discussion, the Leader advised that he had met with local MP Greg Stafford to discuss the graffiti as the site was owned by Homes England. Other councillors suggested an art work project with schools or the UCA might be beneficial and help showcase art in Farnham, and others felt that the cost for painting over the graffiti should not fall to Farnham Town Council.

**It was RESOLVED that FTC:**

- 1) Raise the need for further treatment of all graffiti at Woolmead with Waverley and Homes England and that depending on the response FTC do a one-off paint of the hoarding graffiti;**
- 2) Reviews with Homes England (or the subsequent developer) the possibility of UCA and local schools being commissioned to do art panels for the hoarding;**
- 3) Seeks any remaining SCC Section 106 funding to replace the two obsolete Alma Lane bus stops and agrees to allocate partial or full FTC CIL funding to enable the project to go ahead.**

## **B Strategy & Resources**

Cllr White introduced the report of the Environment Working Group meeting held on 27<sup>th</sup> February at Appendix B to the agenda.

- 1) Finance.** The latest financial position was notes and a number of grants requests considered.

**It was RESOLVED unanimously that:**

- i) £2,000 towards an additional Talking Teens Parenting Course at Space2Grow from the 2024/25 Community Initiatives budget;**

- ii) **£1,000 towards the two activity days at the Rural Life Living Museum over Easter and May half term from the balance of the 2024/25 grants budget;**
- iii) **Continued support the Children's Business Fair through in-kind sponsorship at all 2025 events (provided equipment is not required for FTC commitments); and**
- iv) **£2,500 from the Community Initiatives budget for a three year scholarship programme in the name of Stewart Dakers, with the caveat that any young entrepreneurs must be from Farnham.**

**Cllr Hesse arrived at this point**

## **2) Contracts and Assets**

Council received the contracts and assets update including the outcome of the Public Procurement Review and the steps being implemented; the specification for the Christmas Lights tender; the results of the recent tree survey and remedial action required; the latest position on the Gostrey Amenity Building planning application and the responses to the playground consultation.

**It was RESOLVED unanimously that:**

- i) **The Christmas Lights Tender specification be delegated to the Town Clerk in conjunction with the Christmas Lights Task Group;**
- ii) **Space for buggies and cycle stands be incorporated in the new amenity centre and a communications board for people with learning disabilities be included in the playground.**

## **3) FTC Branding Guidelines.**

The updated FTC Branding Guidelines at Annex I to Appendix C were reviewed by Council.

**It was RESOLVED unanimously that:**

**The updated Branding Guidelines be adopted**

## **4) Local Government Reorganisation**

Cllr White advised that this was a fast moving situation and reported on the detailed discussion by the LGR Task Group and the likely options being put forward by the County (two unitary) and districts (three unitary), with Surrey proposing area boards at below unitary area. The position of the districts and boroughs was not known. Council was provided with an update on the potential transfers from principal authorities, particularly Waverley, and the need to budget for the costs of transfer to ensure there was sufficient capacity for them to progress. The initial work programme for the Local Government Review Task Group (Cllrs Brown, Earwaker, Hesse, Mirylees, Murray and White with Cllr Laughton as a reserve) included the review of appropriate assets for transfer. It was noted that Ben Binnell would be supporting this programme.

In discussion councillors said it was important to focus on the best results for Farnham as this was a once in a generation review and a massive opportunity. Cllr Merryweather declared an interest as portfolio holder for Waverley assets and reminded council of the Waverley Community Assets Transfer policy. It was also noted Surrey had agreed to create a similar policy. There was a desire to progress the asset transfer requests promptly and councillors were asked to update lists based in their wards. It was agreed to prepare a brief leaflet on reorganisation for the Annual Town Meeting of electors.

**It was RESOLVED *nem con* (Cllr Merryweather not voting) that:**

- i) **FTC puts priority on an accelerated programme of asset transfers from principal authorities in conjunction with Waverley Borough Council and Surrey County Council including local green spaces and other appropriate**

assets identified in the **FTC Business Plan 2024** and others identified by local ward councillors;

- ii) **The Town Clerk be delegated to progress transfer requests in consultation with the Leader and mayor and the LGR Task Group;**
- iii) **An earmarked reserve of £75,000 be created towards the costs of legal fees associated with expediting any asset transfers from principal authorities that will retain green spaces and support the delivery of FTC priorities; and**
- iv) **An advance contribution be paid to Waverley BC from the 2024/25 budget to enable specific legal resource to be commissioned for the transfer of assets identified in the 2024-2026 FTC business plan (subject to agreement for its return in full or part if the transfers do not proceed).**

#### **5) Farnham Infrastructure Programme**

Cllr Beaman provided an update to Council noting that there had been some initial teething troubles as there had been no advance warning by Surrey of the new right turn at the bottom of Castle Street but the works had gone relatively well and not as bad as expected. It was noted that traders were concerned about the perception of increased pollution in Downing Street from tailbacks and about inconsiderate parking. On a more positive note it appeared satnavs were directing through traffic away from the centre of Farnham. Council agreed that more proactive stories about Farnham being open for business were required and it was noted that improved electronic signage was being installed by Surrey to assist. It was suggested that some banners encouraging people to turn off engines when queuing should be deployed.

#### **6) Task Group reports**

##### **a) Younger People Panel**

Council welcomed the progress on the Service Level Agreements and noted that the Jubilee Hub project had not been able to complete all elements so some funding would be held over for the new financial year. The progress on the work by Participation People was noted.

**It was RESOLVED unanimously that:**

- i) **Allocations for the outreach Service Level Agreements be as follows: Hale Youth and Community Centre £15,000; 40 Degreez £30,000; Jubilee Hub £15,000 (of which £7,500 is retained from the 2024/25 unspent allocation); with £7,500 available for future allocations;**
- ii) **The School holiday activity grants fund be £20,000 for 2025/26.**

##### **b) Neighbourhood Plan Task Group**

Council received the Notes of the Neighbourhood Plan Task Group on 3<sup>rd</sup> March at Appendix H and noted it had been a very positive meeting with community representatives.

**It was RESOLVED unanimously that:**

- i) **The progress on updating the text in the Neighbourhood Plan be noted and completed;**
- ii) **In the absence of information being provided of discussions being arranged between Waverley Borough Council and Infrastructure providers, FTC now conduct its own discussions about capacity to support a range of housing growth (eg 2000, 5,000, 10,000 new homes);**
- iii) **The approach taken in Hart for a desktop urban capacity study be considered for Farnham;**
- iv) **Ward councillors host meetings with residents to identify locations for sustainable development and review appropriate densities;**
- v) **A representative of the Borough and County Councillors be invited to relevant meetings of the Task Group.**

**C101/24 Planning and Licensing Applications**

Cllr Laughton introduced the Notes of the Planning Meetings held on 10<sup>th</sup> February, 24<sup>th</sup> February and 10<sup>th</sup> March 2025 at appendices D, E and F.

He drew attention to six issues in particular. The first was an application for the conversion of The Old Hop Garden in Long Garden Walk which was for 22 student rooms. FTC had sought confirmation that the room types were C2 not C3 (hotels and boarding house).

The second was to confirm that the Farnham Park Cemetery application had been approved on appeal.

There were two applications in the Borough (33-34 and 38-39 to create residential units. FTC had made recommendations on soundproofing and glazing as well as challenges of constructing during the town centre works.

In the application for a new door at 17 Frensham Road, following the requirement to remove the top floor and staircase, FTC had no objection if it were regarded as a non material amendment.

In the final comment on Quarry House in Gardeners Hill Road, FTC had objected as the application was outside the built up area boundary and did not confirm with the Neighbourhood Plan policies FNPI, FNPI0 and FNP30.

**C102/24 Actions taken under the Scheme of Delegation**

There were none reported

**C103/24 Reports from Other Councils**

Concern was expressed over the increased cost of the Hoppa dial-a-ride to £3. It seemed odd at a time when everyone was trying to encourage more public transport and it was hoped a reason could be found.

The Town Clerk advised that this was as a result of the cap being raised by the government from £2 to £3.

**C104/24 Reports from Outside Bodies**

There were no reports from outside bodies.

**C105/24 Date of Next Meeting**

The date of the next meeting of Council was agreed as 1<sup>st</sup> May 2025 at 6pm.

The Mayor closed the meeting at 8.34 pm

Chairman

Date



# FARNHAM TOWN COUNCIL

# B

## Notes

### Community & Culture Working Group

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#### **Time and date**

10.30 am on Wednesday 16th April, 2025

#### **Place**

Council Chamber - Farnham Town Hall

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#### **Community & Culture Working Group Members Present:**

Councillor Alan Earwaker  
Councillor Andrew Laughton  
Councillor Michaela Martin  
Councillor Brodie Mauluka (ex-Officio)  
Councillor Kika Mirylees (Lead Member)  
Councillor Graham White

Officers: Oliver Cluskey (Events Manager), Megan Cross (Events Assistant) and Iain Lynch (Town Clerk)

#### **1. Apologies**

Apologies were received from Councillor Dickson.

#### **2. Disclosures of interest**

None were made.

#### **3. Notes of the last meeting**

The notes to the last meeting were agreed.

#### **4. Recent events**

##### **a. Music in the Vineyard**

The January and February events at the Vineyard Centre were well-attended and there has been good feedback from those who attended. The March date was quieter due to a clash with Mothering Sunday and good weather.

**Action: Ensure future dates do not clash with UK Holidays (Easter Sunday, Mother's Day etc.)**

##### **b. Farnham Literary Festival – 6-16 March 2025**

Members discussed the fourth annual Farnham Literary Festival and agreed that it was a huge

success. Headline authors included David Walliams, Lorraine Kelly, Louis De Berniere and Rev Richard Coles. Members were informed that over 50 events took place across 11 venues in 11 days, and it was estimated that over 3,000 tickets were sold with a further 2,000 school children participating in the Schools Programme organised by the Blue Bear Bookshop. 25 events were organised and run by Farnham Town Council with 17 being held in the Council Chamber. Feedback from both attendees and authors was extremely positive with the most popular events being 'celebrity' authors and entertainers, panels and performances. The 2025 festival was successfully completed well within budget.

Highlights included:

- The Schools' Programme facilitated author visits to 9 local schools, reaching approximately 2000 children.

- 3 competitions took place; Farnham's First Five Pages (novel writing), Farnham Flash Fiction and Farnham Poetry Competition.

- Youth Events:

Author Talk: Lisa Stickley 4-8 years and 9-11 years (Frensham Heights)

Author Talk: Nick Sharratt's Picture Book Drawalong (Farnham Maltings)

Performance: Macbeth (Frensham Heights)

Workshop: Drawalong Storytime with Sharon Davey (Farnham Library)

Workshop: Fantasy Workshop with Sam Stewart

Author Talk: Nicola Garrard, Young Adult (Farnham Library)

- 19 Sold out events:

Panel: Mum's the Word (60, FTC)

Pub Quiz (Farnham Waterstones)

Comedy: Andy Zaltzman: The Zaltgeist (Farnham Maltings)

Author Talk: An Evening with Louis de Bernières (200, FTC)

Performance: LGBTQ+ Stories Through Movement and Words (Farnham Library)

Illustrated Talk: A Tour of the Architecture of Castle Street with Michael Blower (60, FTC)

Performance: An Audience with C.S. Lewis by Jonathan Jones (60, FTC)

Panel: The Craze for Cosy Crime (60, FTC)

Author Talk: An Evening with Reverend Richard Coles (200, FTC)

Workshop: Reading High Frequency Words Accurately and Fluently (25, Helen Arkell Dyslexia Charity)

Panel: Beginner to Bestseller (40, Oxfam Books & Music)

Author Talk: Lennie Goodings: The History of Virago Press (40, Oxfam Books & Music)

Author Talk: Celebrating Local Authors (50, Farnham Library)

Panel: Current Affairs (60, FTC)

Author Talk: Doon Mackichan (60, FTC)

Author Talk / Performance: David Walliams (384, FTC)

Workshop: Fantasy Workshop with Sam Stewart (40, Farnham Library)

Workshop: How to Get Published (12, FTC)

Author Talk: Santa Montefiore (60, FTC)

Members were informed that there were several challenges with the co-ordinator, not being Farnham-based. This would be reviewed for 2026.

A further challenge was that FTC had organised and run 24 of the events. There were further logistical obstacles with other venues needing assistance managing their events.

Members suggested that it be made clear to external organisations and venues that they need to be responsible for the organising and logistics of their own events in 2026.

Members suggested getting local restaurants involved as venues for 2026.

## **5. Future events and projects**

### **a. Farnham Town Football and Rugby Club Bus Parade – Monday 21<sup>st</sup> April**

Members discussed the FTFC and FRC bus parade due to take place on bank holiday Monday in celebration of winning their leagues. Farnham Town Council were offering financial support of £2,500 as well as officer time and equipment.

### **b. VE Day 80 – Thursday 8<sup>th</sup> May**

Members discussed the evening event to be held in Gostrey Meadow between 8pm and 9.45pm which would end with a beacon lighting with the High Sheriff.

Confirmed schedule:

20.00 Alder Valley Brass Band

20.40 Parade from War Meadow to stage area.

20.45 Speeches, singer and confetti cannons. Dismiss parade participants.

21.20 Farnham RBL to return to stage area to form-up ahead of Beacon.

21.30 Beacon lighting and singing of God Save the King.

21.45 Turn off Beacon. Event ends.

### **c. Farnham Walking Festival – 10<sup>th</sup> May – 1<sup>st</sup> June**

Members were informed that despite efforts, no volunteer Walking Festival coordinator had been found to help support shaping the programme. However, over 30 walks had been confirmed, and the brochure was now complete.

**Action: Look to recruit a volunteer coordinator to organise the Walking Festival**

### **d. Sustainability Festival – 18<sup>th</sup> May**

Members were informed that approximately 40 stalls had been confirmed.

Members agreed to the rebranding of Farnham Sustainability Festival to encompass wellbeing.

Members agreed to allow Farnham Cycle Campaign to set-up in Gostrey Meadow free of charge to provide a 'Dr Bike' service. Members suggested to reach out to Farnham Cycle Campaign about offering this service at Farnham Sustainability Festival.

**Action: Agree 3 dates with Farnham Cycle Campaign for this initiative**

### **e. Music in the Meadow**

Members were informed that the Band and Charity spaces were almost complete (list in the agenda). Members agreed to extend World Music Day to 12pm – 6pm

### **f. Chillout Picnic**

Members agreed the proposed change in timings to 10am – 7pm with the addition of yoga sessions in the morning.

**Action: Check FTC public liability**

### **g. Central Car Park Markets**

Members were informed of the confirmed dates for 2025.

Antiques and Brocante: 13<sup>th</sup> April, 15<sup>th</sup> June, 21<sup>st</sup> September

UK Artists and Makers: 18<sup>th</sup> May, 5<sup>th</sup> October, 30<sup>th</sup> November

Vegan Market: 6<sup>th</sup> July

#### **h. Farnham Film Festival**

The Events Manager informed members that January was the most suitable time having spoken to potential organisations and raised concern about capacity with the Literary Festival being so close. There was concern that UCA may not be in a position to offer much which would leave the Maltings and Reel who in business terms were technically competitors.

Members were still keen to progress a weekend Festival and agreed to organise a small meeting between Jack Jewers, Cllr Kika Mirylees, a representative from both Reel Cinema and Farnham Maltings and UCA if possible.

Potentially go ahead with a coordinator (employed by Farnham Town Council) responsible for putting together the programme, marketing materials (brochure, posters), sponsorship and accessing the community. Cllr Loughton and Cllr White offered support.

The Events Manager suggested Farnham Town Council offer a grant system to encourage organisations or individuals (Film students) to organise events

**Action: Events Manager to organise an initial meeting with the core group and look for a Farnham Film Festival coordinator.**

#### **i. World Craft Town**

Artist in Residence – Cristina Lorenzet

Members were updated on the second Farnham Craft Town Residency which took place between 3<sup>rd</sup> February and 16<sup>th</sup> March 2025. The final piece, created by ceramicist Cristina Lorenzet and gifted to the South Street Trust, was currently exhibited in the Craft Study Centre.

The Artist in Residence applications were due to open for February / March 2026 in July 2025.

Members commented on the success of the Farnham Craft Town social media content.

#### **ii. Farnham Lantern Festival**

Members agreed to keep the date of the Farnham Lantern Festival as Friday 31<sup>st</sup> October 2025.

### **6. Business Update**

#### **a. BID**

Members noted that the BID Manager role was now vacant as Cat Mitton had resigned. The BID Rangers were now in post and had been offered a space initially at the Council Offices to leave belongings and charge equipment (radios/phones).

Members were keen to steer organisations together like the Visitors' forum had in the past and agreed that 2025 was extremely important for the future of the BID.

Members agreed that with a Farnham-based Manager, the BID should prove to be a success.

#### **b. Coffee Van in Gostrey Meadow**

Jamies coffee van had recently started trading in Gostrey Meadow and it was noted that electric was being used on a regular basis. It had been previously agreed that the vendor would only use electric when the solar panel electric ran out. A meeting had been organised to discuss this as well as the upcoming playground work which was due to start in June for 6 weeks. Members agreed that once the playground was finished, footfall would dramatically increase.



## **7. Sponsorship**

### **8a. Sponsorship for 2024 -25**

Members noted the position of sponsorship for 2024-25

### **8b. Sponsors confirmed for 2025-26**

Principal Summer: £3,000 Kidd Rapinet

Principal Summer: £3,000 Shaw Gibbs

Gold Food and Drink Festival: £1,000: Kidd Rapinet

Gold Food and Drink Festival: £1,000: Bush Hotel

Silver October Craft Month: £500 Frensham Heights

Gold Christmas Market: £1,000: Kidd Rapinet

Principal Farnham Literary Festival: £3,000 Frensham Heights

Current total (as of April 2025): £12,500 e to increase.

Members noted that Shaw Gibbs (3 year deal agreed from 2024-25) and Kidd Rapinet had confirmed. The Events manager informed members that other approaches were awaiting response.

Members suggested targeting a number of specific businesses which were noted.

## **8. Financial Update**

There was no update due to the date of meeting at the beginning of the new financial year.

## **9. Community Update**

There was no update given.

## **10. Items for future meetings**

There were no additional items discussed and nothing requested to be added

## **11. Date of next meeting**

Date of next meeting was agreed as Thursday 10 July 2025 at 10.30am

The meeting ended at 1.30 pm

Notes written by Oliver Cluskey

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# FARNHAM TOWN COUNCIL

## C Notes

### Strategy & Resources

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#### **Time and date**

2.00 pm on Wednesday 23rd April, 2025

#### **Place**

Council Chamber - Farnham Town Hall

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#### **Strategy & Resources Members Present:**

Councillor David Beaman  
Councillor Mat Brown  
Councillor Tony Fairclough  
Councillor Andrew Laughton  
Councillor Kika Mirylees  
Councillor George Murray  
Councillor Graham White (Lead Member)

In attendance: Cllr Alan Earwaker.

#### **Officers:**

Lara Miller (part), Jenny de Quervain, Iain Lynch, Ben Binnell (Part), Lucy Dorkins (part)

#### **1. Apologies**

Apologies were received from Cllr Martin, and from Cllr Laughton for late arrival.

#### **2. Declarations of interest**

Cllrs Fairclough and Murray made a personal declaration of interest in relation to the Internal Audit as they know Mike Platten personally.

#### **3. Minutes**

The Notes of the meeting held on 30<sup>th</sup> March were agreed.

#### **4. End of Year Finance Report 2024-25**

Cllr White introduced the 2024-2025 finance report highlighting the End of Year Finance papers at Appendices B to J on the agenda which had been circulated to all councillors. He started by thanking the Town Clerk and colleagues for completing a huge volume of work on the year-end promptly despite the impact of Easter.

- 1) The Working Group reviewed the Internal Auditor's report at Appendix H noting the recommendations of the Internal Auditor which were agreed. In particular the issue with the website certificate for access to the transparency information was frustrating but was about to be resolved. The report was recommended to Council for adoption.
- 2) The Working Group agreed the Governance Statements in the draft AGAR at Appendix I and also agreed the Variance statements that accompanied the AGAR at Appendix J.
- 3) The Working Group considered the detailed income and expenditure reports and background papers at appendices B to D including the explanatory notes that covered specific budget codes at Appendix Biv. In terms of staffing costs, the Town Clerk advised that the position would be challenging in the year ahead and there would need to be an increase in the 2026/27 budget particularly if additional land or services were taken on. In terms of sponsorship, councillors were encouraged to make introductions for potential new sponsors of FTC events and activities.
- 4) It was noted that the overall income position was £2,396,408 (against a budget of £1,784,568) whilst expenditure was £1,825,681 (against a budget of £1,806,950). The Working Group recognised that higher than anticipated income was primarily due to Section 106 and CIL receipts along with significantly higher interest as a result of reserves investment. Overall, the Working Group welcomed the positive working surplus of £81,831 of income over expenditure (after the planned transfers for Christmas lights and elections were made, and the earmarked CIL and section 106 allocations were allocated to reserves. The Working Group noted that this saving would be beneficial for future service priorities, in light of the uncertainties over local government reorganisation.
- 5) The Working Group noted the position on Debtors set out at Appendix D noting and that none were cause for concern, and also agreed the Asset Register updates, noting that there would be a report on obsolete items appropriate for disposal at a coming meeting.
- 6) The Working Group received the draft Report and Financial Statements which included the detail of earmarked reserves and grants distributed during the year noting that the General Reserve stood at £602,597 representing about 39% of the precept level, within acceptable levels for a Council of the size of Farnham. The adjustments to the earmarked reserves were agreed reflecting the monies used for completed projects and the change agreed in March for a Local Government Reorganisation Reserve.
- 7) The list of Standing Orders and Direct Debits for 2025/26 attached at Appendix L to the agenda was agreed for approval by Council.
- 8) The Working Group noted and agreed the dates for the public opportunity to review the background papers to the 2024/25 accounts.

#### **Recommendations to Council**

##### **It is recommended that:**

- 1) **The report on the 2024-25 finances be adopted;**
- 2) **the 2024-25 year -end Outturn be welcomed;**
- 3) **the Annual Governance Statement (Section I of the Annual Governance and Accountability Return, page 4) be approved;**
- 4) **The Internal Auditor's report be welcomed and the recommendations agreed;**
- 5) **The updated Asset Register be approved;**
- 6) **The Report and Financial Statements including the general and earmarked reserves for 2024-25 be adopted for signature;**
- 7) **The variances list for the Annual Return be agreed;**

- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor;**  
**9) The dates for the Exercise of Public Rights be agreed as 3rd June to 14th July 2025.**

## **5. Farnham Infrastructure Programme**

Cllr Beaman reported on progress on the Farnham Infrastructure Programme being implemented by Surrey County Council and advised that, after some teething problems from the implementation phase was working better than expected and the right turn from Castle Street was working very well. Businesses had expressed some concerns over a reduction in footfall but Waverley had advised that there was no obvious reduction in car park activity. Cllr Murray advised the BID was more engaged and had asked if there could be more data available on footfall and car park usage. It was understood there was a 3.5% increase in footfall over the previous year, *[according to data from Place Informatics]*.

The Working Group noted the expected challenges from sewer works linked to the new Coxbridge Development and works elsewhere but that the Surrey team was attempting to minimise any additional disruption.

The Working Group noted the discussions that had taken place on the rain gardens and ironstones, and it appeared that the Surrey team was prepared to be flexible in response to the representations made by Farnham Town Council and others.

## **6. New website update**

The Working Group reviewed the detailed page designs and layout for the new website (attached at Appendix M to the agenda). The Town Clerk advised that historical data would be kept on an archive microsite so that it was available when required. Similarly the transparency data would be reformatted without the need to use the modern.gov system and be more speedily accessible.

It was agreed that videos on the site via an ad-free vimeo account would be beneficial, and that more street camera views would be of interest to the public. The next stage of development after officers had reviewed and updated content would be with councillors during May or June. The Working Group noted that the intention for a relaunch in September was on target.

## **7. Timetable of meetings for 2025-2026**

The Leader introduced the suggested changes to the Working Groups from May 2025. The creation of a Community and Wellbeing Working Group would enable a greater focus to be placed on some of the areas likely to emerge from reorganisation. The Younger People Panel and the Support Fund would come under Community & Wellbeing along with health and public safety matters. The renamed Culture and business Working Group would continue its work on tourism, events and business support.

The reshaping of Task Groups to be more closely linked with the 'parent' Working Groups should reduce the number of meetings with updates to the Working Group if a Task Group was not required. It was agreed that the implementation phase of the Farnham Infrastructure programme could be covered by the Infrastructure Task Group and that the CIL Task Group and Neighbourhood Plan Task Group should be absorbed under this same heading.

The Working Group noted that Council's request for main meetings to be reallocated to a Monday and Thursday as far as possible had been implemented, and the draft timetable (attached at Annex 1) was agreed.

## **Recommendation to Council**

**It is recommended that**

- 1) A Community & Wellbeing Working Group be created and the Community & Culture Working Group be renamed as Culture & Business. The adjustments to the Task Groups be agreed.**
- 2) The draft timetable of meetings for 2025-26 municipal year be approved.**

## **8. Contracts & Assets update**

The Working Group received the Contracts and Assets update at Appendix O.

### **1) Gostrey Meadow**

It was noted that work on the playground was due to start on 2<sup>nd</sup> June and be completed in mid July. At the kick off site meeting the requirements for a site compound and its impact on Gostrey Meadow activities was discussed along with the risks attached to maintaining part of the playground during the works. As a result on safety and layout grounds it was recommended that the site compound be set up on the area for second phase of the playground and the amenity building and that all the playground equipment be removed at the same time. Publicity advising of alternate nearby play areas would be installed.

### **2) Local Government Reorganisation and asset transfers**

The Working Group noted the discussion of the Local Government Review Task Group (at Appendix S) as well as the discussion at the Assets Task Group on the initial list of assets to be sought for transfer from Waverley Borough Council.

The Working Group confirmed that in addition to the initial list offered by WBC (following the submission by FTC in 2024: Allotment Gardens, Weybourne Road (plus others); Thurbans Road Open Space; Morley Road Recreation Ground; Borelli Walk), FTC should be seeking all allotments not currently owned by FTC, the Brightwells green space (as it links with the Borelli Walk and the Haren Gardens and Riverside Walk already in the ownership of FTC); Montrose House (as suitably located office space for any additional services that may transfer from the new unitary authority or use as craft workshops) and the Waggon Yard garages to implement the Craft workshops which were to have been created by Waverley. It was agreed that if Waverley were not transferring the freehold a lease of 125 years should be sought.

The Working Group heard that officers had met with the Greenspace Manager at WBC for an initial discussion on other options. He had confirmed that both the Bourne Green and Hale Recreation Ground were designated Village Greens and so would retain the protections under that legislation.

### **3 Other matters**

The Working Group noted the timescale for the Christmas Lights tender which would be published at the end of April with a view to having a shortlist in June and a decision in July. It was also updated on changes to Waste legislation which meant a new type of bin for separate food waste was likely to be needed on FTC land unless an exemption were agreed. The latest position with *A Hands Turn* was noted. The requirement to cut back three willows on the Farnham Riverside was regrettable but essential because of the subsidence claim and would be carried out in the near future.

## **Recommendation**

**It is recommended that:**

- 1) The Eibe site compound be based on the Union Road section of the park and that all the existing play equipment be removed on safety grounds.**

## 9. Reports of Task Groups

### 1) Neighbourhood Plan

The Working Group received a report on the Neighbourhood Plan Task Group meeting held on 14<sup>th</sup> April at Appendix P.

Councillors considered bringing the Farnham Design Statement in line with updated national guidance by commissioning a Farnham Design Code, using the Farnham Design Statement and its character areas as a base noting that advice previously sought from AECOM was that the Farnham Design Statement was a good base for a Farnham Design Code. Funding may be available from Locality for technical support and it was agreed that a price be sought from AECOM to undertake the work on creating a Farnham Design Code.

Officers had met with Waverley officers and heard that evidence was still being gathered for the government's proposed housing stock increase of 51% including:

- In-house Urban Capacity Study
- Greenbelt Review
- Infrastructure Review - end to end water cycle study commissioned
- Land Availability Assessment - second call for sites required
- WBC engagement on Visioning in June 2025

FTC had offered to help support the process if it could be expedited with a design study, updating the HDA Landscape Character Assessment; the urban capacity study and Infrastructure review. On the final point, WBC requested this is left to them so not to confuse providers.

The Working Group noted progress on reviewing Neighbourhood Plan policies against national planning policy and guidance at April 2025. The Planning Advisor (Steve Tilbury) was preparing a scoping report to commission a similar urban capacity study carried out in Hart District for Farnham. The WBC Infrastructure Development Plan Schedule (October 202 which lists 'critical', 'essential' and 'desirable' infrastructure requirements across the borough was noted to be in need of an update to meet infrastructure demands of housing requirement. It was also noted that the SANG capacity data provided by Waverley was out of date

### 2) Younger People Panel

The Working Group received the update at Appendix Q. Councillors commented that the Children's Business Fair supported by FTC had been very uplifting and the organisers were making a presentation to the next Younger People Panel meeting. Progress on the Participation People Young People Research had begun with seven researchers commissioned, and was progressing well.

The Working Group considered the School Holiday Grant allocations for 2025 with 9 applications totalling over £38,300 for grants available of £20,000. It was agreed to recommend grants totalling £18,055 with a small sum retained for later applications during the year.

The following grants were recommended:

<b>Name of organisation</b>	<b>FTC Proposal</b>
40 Degreez	£4,000.00
Bethel Baptist Church	£750.00
Chantry's Community Association	£1,500.00
Farnham Baptist Church	£500.00
Farnham Maltings	£4,000.00
Hale Community Centre	£4,000.00
Hive Helpers	£305.00
Rural Life Living Museum	£3,000.00
<b>Total</b>	<b>£18,055.00</b>

**Recommendation:**

**It is recommended that the grants listed be approved.**

**3) Christmas Lights Task Group**

The Working group received the report at Appendix R and the detailed consideration of the elements required for the tender with a strong preference to retain the simplicity and heritage-appropriate design of the existing scheme, favouring the classic gold and white colour palette to reflect the town's Georgian architecture. The tender would be for a period of five years with the opportunity to renew for five years. Those bidding would be invited to suggest extensions to the scheme and how to offer additional features (such as instagrammable zones, light projection on buildings etc) and reuse existing lights in other area.

Shortlisted bidders would be invited to present to the Task Group in June.

**Recommendation:**

**It is recommended that the Task Group proposals be endorsed for the tender.**

**4) Local Government Reorganisation Task Group**

Cllr White introduced the report at Appendix S. The Working Group noted the current position of the County Council scheduled to put forward a two Unitary option and the Districts mostly preferring a three option. The initial bids submitted to Government were now being worked up into a submission that would be considered by all councils in early May.

There was discussion about the practicalities of progressing too many sites at once both in terms of the capacity of WBC or Surrey CC to transfer the properties and in terms of the increased costs for FTC in managing them. It was noted that the new unitaries would have a challenge in maintaining many of the new assets they would inherit and would need to engage with town and parish councils and community organisations in future.

The Town Clerk advised on a meeting he had attended with the Surrey Association of Local Councils with the Leader of Surrey County Council. Surrey was proposing to pilot four area boards/panels to find what worked and was proposing that one could be around Farnham. These groups would cover police and health as well as local government. Although there were concerns about the democratic deficit and what was being proposed, the Working Group recommended that FTC offer to be involved in the pilot in order to understand and shape the best outcome for Farnham and town and parish councils and have a seat at the table.

Officers look at bringing in additional capacity and advice, using the proposed earmarked reserve if required.

**Recommendation:**

**It is recommended that FTC participate in a pilot Area Board/Panel, if invited, to assist in shaping the concept.**

**5) Conservation Areas Task Group**

The Working Group noted the site meeting that had taken place and also the request for improving the entrance to Park Row with tarmac to replace the sunken setts installed in the 1970s. It was noted SCC were intending to install width narrowing bollards to limit HGVs turning in Park Row and causing damage to the Alms Houses.

**10. Review of Council Policies**

The Standing Orders and Financial Regulations would be reviewed at a future meeting.



**11. Consultations**

There were no consultations for this meeting.

**12. Town Clerk update**

The Town Clerk provided an update on staffing matters.

**13. Date of next meeting**

The next meeting was agreed as Monday 9<sup>th</sup> June at 2pm.

The meeting ended at 5.40 pm

Notes written by town.clerk@farnham.gov.uk

# Farnham Town Council Meeting Dates 2025-26

## ANNEX 1

<b>Council 6pm</b>	<b>Strategy &amp; Resources. 2pm</b>	<b>Environment 4pm</b>	<b>Culture &amp; Business. 10am</b>	<b>Community &amp; wellbeing. 4pm</b>
<b>Thu 15 May 2025</b>				
<b>Thu 19 June 2025</b>	Mon 09 June 2025			Thu 5th June 2025
<b>Thu 31 July 2025</b>	Mon 21 July 2025	Thu 26 June 2025	Thu 10 July 2025	
<b>Thu 18 September 2025</b>	Mon 08 September 2025	Thu 11 September 2025		Thu 14th September 2025
<b>Thu 30 October 2025</b>	Mon 20 October 2025		Thu 02 October 2025	
<b>Thu 18 December 2025</b>	Mon 08 December 2025	Thu 27 November 2025		Thu 20 November 2025
<b>Thu 29 January 2026</b>	Mon 19 January 2026		Thu 15 January 2026	
<b>Thu 19 March 2026</b>	Mon 09 March 2026	Thu 12 February 2026		Thu 05 February 2026
<b>Thu 30 April 2026</b>	Mon 20 April 2026		Thu 16 April 2026	
<b>Thu 14 May 2026</b>				
<b>IPG incorporating Neighbourhood Plan, FIP, CIL</b>				
Infrastructure Planning Group	Mon 23 June 2025	09:30		<b>Annual Town Meeting of Electors</b> Thu 26 March 2026
Infrastructure Planning Group	Mon 04 August 2025	09:30		
Infrastructure Planning Group	Mon 22 September 2025	09:30		
Infrastructure Planning Group	Mon 20 October 2025	09:30		
Infrastructure Planning Group	Mon 01 December 2025	09:30		
Infrastructure Planning Group	Mon 19 January 2026	09:30		
Infrastructure Planning Group	Mon 02 March 2026	09:30		
Infrastructure Planning Group	Mon 20 April 2026	09:30		



## FARNHAM TOWN COUNCIL

# D

### Report Strategy & Finance and Council

Date: 29th April 2025

#### Year End Accounts 2023-2024

##### 1 Summary

This report gives an overview of the 2024-25 accounts, variances and specific issues that arose during the year.

##### 2 Overview

2024-25 was another complex year with a full programme of events and activities including range of projects being implemented including a new Lantern Festival, and the new emphasis on supporting organisation provide an outreach service for younger people through additional grant funding, as well as school holiday activity grants.

During the year, investment income was significantly higher than forecast because of rising interest rates, and external income from CIL payments for investment in future community infrastructure projects was £443,689. This has all been earmarked against specific projects.

##### Outturn

- 3 The overall income position was £2,396,408 (against a budget of £1,784,568) whilst expenditure was £1,825,681 (against a budget of £1,806,950). The higher than anticipated income was primarily due to Section 106 and CIL receipts along with significantly higher interest as a result. After the planned transfers for Christmas lights and elections were and the earmarked CIL and section 106 allocations allocated to reserves, there was a positive surplus of £81,831 of income over expenditure. In light of the uncertainties over local government reorganisation, this saving will be beneficial for future service priorities.

##### Creditors and debtors

- 4 This year the Debtors figure (excluding recoverable VAT) is £48,028 (2023/24: £20,396) but none of the outstanding payments are cause for concern.

In 2024/25 the creditors figure is £31,846 (2023-24: £10,619). There are accruals of some £44,749 (2023-24: £37,985) whilst receipts in advance (for allotments and future events including the Christmas Market) is at £41,983 (2023-24: £16,396).

##### Investments

- 5 With the increase in interest rates there has been a significant increase in interest earned £122,629 (2022-23: £90,162). Dividends on the Local Authority Property Fund were £10,975.

## **General Reserves**

- 6 Local Councils may keep general reserves in a range of 3 months to 12 months. Farnham Town Council's current policy is to keep up to six months' worth of reserves based on the precept or operating expenditure. For larger councils such as Farnham, the *Practitioners' Guide* now suggests a figure closer to three months is appropriate.

The General Reserve this year will be £602,597 (2023/24: 505,765) The precept for the year ahead is £1,535,300 and the budget is £1,964,500, so the earmarked reserve represents 31% (2023/24: 28%) of operating expenditure or 39% of precept (2023/24 37%). This is a prudent level for Farnham Town Council given the level of earmarked reserves in addition.

## **Earmarked Reserves**

- 7 Council should review its earmarked reserves as part of the year end process to ensure they are still required or if there are different priorities. This year there has been a wider review as some reserves are no longer required and have been reallocated and some have been added to. Appendix F shows where the proposed changes have taken place.

Some reserves must be kept as they are retained for specific purposes such as those agreed for Section 106 projects or CIL and these are clearly identified for approved capital projects according to the Council's current policy. The sale of a capital asset such as the cemetery chapel in Green Lane should be spent on capital purposes and is retained for as long as needed. As it is used, the amount is reduced from the reserve. The bus shelters reserve is a commuted sum for replacement or repair of certain shelters installed by SCC.

The Elections reserve is added to each year to cover the four yearly election and any FTC by elections. With the advent of a new unitary council in 2027, the requirement in future is uncertain and the election reserve will need a greater commitment for future years.

## **Assets**

- 8 The Assets register (circulated separately with the Strategy & Resources papers) has been updated to reflect purchases or refurbishments made during the year. The calculation of local authority assets is somewhat confusing to those new to local government as it is not a current valuation or an insurance valuation and does not take into account depreciation. A gifted asset is calculated at zero or £1 but it is then increased when capital expenditure is added.

As a reminder, the *Practitioners Guide* explains

"5.147 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal."

" 5.61 In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one-pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items."

Also, longer term investments (such as that in the Local Authority Property Fund) are shown in the Asset Register rather than in the list of investments. When they are sold, the receipt

will be taken as income in the year of sale. The property fund is still shown at the purchase value, rather than at the current valuation.

**Comment on specific codes**

- 9 Set out at Appendix E1 is an explanation for significant or unexpected variances to assist Council in understanding the 2024-25 Outturn. Also attached at Appendix H1 are the explanation of variances between 2023/24 and 2024/25 that must accompany the Annual Governance and Accountability Return.
- 10 The Appendices D and E set out the detailed background papers to accompany the end of year accounts, whilst Appendix F is the Internal Auditor's Report on the year. Members have considered the Interim report and welcomed the proposals made and the response by officers.
- 11 Council should review the papers circulated with the Strategy & Resources report (the Assets Register and some additional detailed papers) and Appendices D to G prior to agreeing the Governance Statement, to confirm that Farnham Town Council has followed proper procedures during the year, and then recommend signing the AGAR for submission to the External Auditor. Council is recommended to agree the dates for the public rights of inspection of the accounts as being Tuesday 3<sup>rd</sup> June to Monday 14<sup>th</sup> July as recommended by the External Auditor.

**Recommendation from Strategy & Finance Working Group to Council**

**It is recommended that:**

- 1) The report at Appendix D be adopted;
- 2) the 2024-25 Outturn be welcomed;
- 3) the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return, page 4) be approved;
- 4) The Internal Auditor's report be welcomed and the recommendations agreed;
- 5) The updated Asset Register be approved;
- 6) The Report and Financial Statements including the general and earmarked reserves at Appendix G for 2024-25 be adopted for signature;
- 7) The variances list for the Annual Return be agreed;
- 8) The Annual Governance and Accountability Return and associated papers be approved for signature and submission to the External Auditor.

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	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>							
1000 Hall & Room Lettings Income	7,836	9,000	10,000	1,000			90.0%
1030 Commercial Lettings Income	9,000	9,000	9,000	0			100.0%
1040 Open Spaces income	40	0	0	0			0.0%
1060 Section 106 contributions	0	90,052	0	(90,052)			0.0%
1065 Community Infrastructure Levy	97,516	443,689	0	(443,689)			0.0%
1080 Allotment Rents Income	15,360	15,468	16,250	782			95.2%
1081 Allotment admin fee	1,100	600	500	(100)			120.0%
1082 Terminated Allotment Plots	(643)	(468)	0	468			0.0%
1083 Allotment Insurance	0	262	0	(262)			0.0%
1100 Interment Fees Income	36,048	29,345	35,000	5,655			83.8%
1120 Grave Purchases Income	56,362	57,803	55,000	(2,803)			105.1%
1130 Memorials Income	7,340	6,368	6,000	(368)			106.1%
1160 Cemeteries Other Income	76	156	0	(156)			0.0%
1200 Grants Income	0	12,500	10,000	(2,500)			125.0%
1201 Sponsorship Income (+VAT)	19,900	30,400	36,750	6,350			82.7%
1202 Income - Contributions	11,792	21,893	9,250	(12,643)			236.7%
1203 Donations - Income	29,523	13,183	1,000	(12,183)			1318.3%
1204 Bookings/Hire	75,780	50,454	69,500	19,046			72.6%
1205 Ticket sales	10,449	18,587	12,500	(6,087)			148.7%
1206 Literary Prize Entry Fee	567	1,018	0	(1,018)			0.0%
1207 Sale of books etc	3,450	6,831	0	(6,831)			0.0%
1208 Sale of Refreshments	979	1,332	0	(1,332)			0.0%
1209 Seeds income	0	0	500	500			0.0%
1245 Advertising income	6,695	17,590	8,500	(9,090)			206.9%
1300 Banners Income	2,685	2,880	5,000	2,120			57.6%
1900 Precept	1,315,900	1,424,818	1,424,818	0			100.0%
1910 Interest Received	90,162	122,629	65,000	(57,629)			188.7%
1911 Dividends received	11,126	10,975	10,000	(975)			109.7%
1999 Miscellaneous Income	28	43	0	(43)			0.0%
<b>Total Income</b>	<b>1,809,072</b>	<b>2,396,408</b>	<b>1,784,568</b>	<b>(611,840)</b>			<b>134.3%</b>
<b><u>Direct Expenditure</u></b>							
<b>Total Direct</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0.0%</b>
<b><u>Overhead Expenditure</u></b>							
4000 Salaries	594,807	694,563	698,500	3,937		3,937	99.4%
4001 Agency/Contract Staffing	96,796	117,396	65,000	(52,396)	1,716	(54,112)	183.2%
4003 Contracted Services	105,577	83,089	93,500	10,411	50,908	(40,497)	143.3%
4020 Additional Staffing & Events	10,223	6,530	12,700	6,170		6,170	51.4%
4022 First aid/ medical	0	146	0	(146)		(146)	0.0%

## Income &amp; Expenditure by Budget 31/03/2025

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4025 Farmers' Market Supervision	1,560	1,560	1,800	240		240	86.7%
4030 Staff Training	3,219	5,741	3,000	(2,741)		(2,741)	191.4%
4041 Staff Travel	737	1,439	1,000	(439)		(439)	143.9%
4050 Staff Recruitment/Advertising	542	879	1,000	121		121	87.9%
4070 Protective Clothing	1,600	3,288	3,000	(288)		(288)	109.6%
4101 Venue hire	692	1,665	5,000	3,335		3,335	33.3%
4110 Rates, rent	35,707	44,928	35,000	(9,928)		(9,928)	128.4%
4115 Water Charges	8,733	9,358	6,500	(2,858)	274	(3,132)	148.2%
4120 Energy Costs	60,204	39,175	47,000	7,825	20,000	(12,175)	125.9%
4130 Insurance	13,279	18,541	13,650	(4,891)		(4,891)	135.8%
4140 Office costs / consumables	8,794	12,281	8,500	(3,781)		(3,781)	144.5%
4170 Property Maintenance/Refurbish	56,806	33,016	90,500	57,484	550	56,934	37.1%
4175 Graffiti Removal	9,846	10,442	6,000	(4,442)		(4,442)	174.0%
4176 Cleaning consumables	4,314	1,070	2,000	930		930	53.5%
4181 Equipment Maintenance	9,335	6,825	6,000	(825)	462	(1,287)	121.4%
4182 Equipment Purchase	21,335	97,054	23,000	(74,054)	129,080	(203,133)	983.2%
4190 CCTV / crime prevention	12,002	8,037	20,000	11,963	10,220	1,743	91.3%
4195 Alarms - Fire, Security	12,837	3,068	6,000	2,932	1,110	1,822	69.6%
4205 Waste Disposal	13,050	13,960	8,500	(5,460)		(5,460)	164.2%
4217 Buy back of EROB	0	210	0	(210)		(210)	0.0%
4220 Memorials & Plaques	436	1,599	2,000	402	200	202	89.9%
4225 Cemetery Memorial Maintenance	69	0	3,000	3,000		3,000	0.0%
4300 Vehicle Costs - Fuel	5,664	4,614	10,000	5,386	273	5,113	48.9%
4301 Vehicle Costs - LPG/CNG	576	981	1,000	19	950	(931)	193.1%
4302 Vehicle Costs - Maintenance	7,517	5,983	8,000	2,017		2,017	74.8%
4303 Vehicle Costs - Road Tax	1,135	1,185	1,250	65		65	94.8%
4310 New Vehicles/Machinery	7,045	8,430	15,000	6,570		6,570	56.2%
4400 Stationery	1,107	972	4,000	3,028		3,028	24.3%
4410 Photocopying Charges	3,418	2,507	4,300	1,793		1,793	58.3%
4411 Publications, books etc	63	89	1,000	911		911	8.9%
4415 Printing & Design (External)	25,885	28,641	38,000	9,359	420	8,939	76.5%
4425 Publicity/Adverts/Photography	17,729	18,894	21,600	2,706		2,706	87.5%
4440 Telephones	6,071	6,631	8,300	1,669		1,669	79.9%
4455 Postages & Distribution	5,718	6,662	8,150	1,488	108	1,379	83.1%
4460 Subscriptions & Memberships	6,083	8,278	6,500	(1,778)		(1,778)	127.4%
4461 Licences	5,790	5,790	5,150	(640)		(640)	112.4%
4480 IT Equipment	6,014	1,358	6,000	4,642		4,642	22.6%
4481 Web Sites (FTC, Craft etc)	5,256	11,238	10,000	(1,238)	16,128	(17,366)	273.7%
4482 IT Support	16,231	15,946	15,000	(946)		(946)	106.3%
4483 Service software & support	12,811	19,760	0	(19,760)		(19,760)	0.0%
4502 Mayoral Allowance 2024-25	0	2,700	2,700	0		0	100.0%



## Income &amp; Expenditure by Budget 31/03/2025

Month No: 12

## Account Code Report

		Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4503	Mayoral Allowance 2023-24	2,700	0	0	0		0	0.0%
4520	Members' Travel	258	166	200	34		34	83.2%
4525	Members' Training	2,037	376	2,000	1,624		1,624	18.8%
4540	Civic & Community Functions	3,973	6,025	7,500	1,475		1,475	80.3%
4541	Civic Carol Service - USE 4540	973	0	2,000	2,000		2,000	0.0%
4545	Twining/Partnerships Expenses	853	932	1,000	68		68	93.2%
4550	Bank Charges	1,908	1,615	2,000	385		385	80.7%
4555	Legal & professional Fees	10,312	23,427	4,000	(19,427)		(19,427)	585.7%
4560	Bookkeeping, accounts, payroll	28,459	30,194	26,000	(4,194)		(4,194)	116.1%
4570	Audit Fees	3,817	3,350	4,500	1,150		1,150	74.4%
4600	Tourism Developments & Events	3,757	1,000	5,000	4,000		4,000	20.0%
4610	Horticultural Supplies	9,809	6,889	16,000	9,111		9,111	43.1%
4611	Plants/Flowers/bulbs	25,224	27,592	28,000	408	5,659	(5,251)	118.8%
4613	Community Events/FIB Friends	76	0	0	0		0	0.0%
4614	Allotment seed costs recharged	0	0	500	500		500	0.0%
4615	Trees/hedging	9,903	11,159	8,000	(3,159)		(3,159)	139.5%
4618	Green Flag Costs	0	3,236	4,000	764		764	80.9%
4625	Entertainment - Performers	22,205	19,436	18,000	(1,436)	2,305	(3,741)	120.8%
4630	Events Costs	28,176	47,360	28,250	(19,110)	1,607	(20,717)	173.3%
4631	Event Costs Jubilee/Coronation	2,038	0	0	0		0	0.0%
4641	Christmas Lights Install/Store	73,005	70,557	50,000	(20,557)		(20,557)	141.1%
4642	Christmas Lights - Power	0	0	1,000	1,000		1,000	0.0%
4643	Christmas Lights 2025	0	0	5,000	5,000		5,000	0.0%
4650	Street Furniture	3,382	736	5,000	4,264		4,264	14.7%
4655	Banners	2,590	2,725	5,000	2,275		2,275	54.5%
4702	Equipment hire/replacement	33,804	19,089	31,900	12,811	2,602	10,209	68.0%
4800	Grants	27,875	20,145	20,500	355		355	98.3%
4801	Grant - Farnham Maltings	10,000	10,000	10,000	0		0	100.0%
4802	Grant - Citizens Advice Bureau	20,000	20,000	20,000	0		0	100.0%
4803	Grant - 40 Degreez	2,000	5,000	5,000	0		0	100.0%
4804	Small Grants	1,110	987	2,000	1,013		1,013	49.4%
4805	Farnham / Hale Carnival	2,000	0	0	0		0	0.0%
4806	Hale Community Centre/Sandy Hi	7,000	5,000	5,000	0		0	100.0%
4807	Environmental/community Initia	26,000	4,000	40,000	36,000		36,000	10.0%
4808	Hoppa	10,000	10,000	10,000	0		0	100.0%
4809	Gostrey Centre	5,000	9,000	9,000	0		0	100.0%
4811	Youth Initiatives	0	81,937	90,000	8,063	20,355	(12,292)	113.7%
4815	Support Fund Grants	15,455	14,611	0	(14,611)		(14,611)	0.0%
4821	Elections	52,673	0	10,000	10,000		10,000	0.0%
4830	Blackwater Valley CMS	2,500	2,500	2,500	0		0	100.0%
6666	Bad Debt Write Offs	383	120	0	(120)		(120)	0.0%

## Income &amp; Expenditure by Budget 31/03/2025

Month No: 12

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Total Overhead</b>	<b>1,667,867</b>	<b>1,825,681</b>	<b>1,806,950</b>	<b>(18,731)</b>	<b>264,927</b>	<b>(283,658)</b>	<b>115.7%</b>
<b>Total Income</b>	<b>1,809,072</b>	<b>2,396,408</b>	<b>1,784,568</b>	<b>(611,840)</b>			<b>134.3%</b>
<b>Total Expenditure</b>	<b>1,667,867</b>	<b>1,825,681</b>	<b>1,806,950</b>	<b>(18,731)</b>	<b>264,927</b>	<b>(283,658)</b>	<b>115.7%</b>
<b>Net Income over Expenditure</b>	<b>141,205</b>	<b>570,727</b>	<b>(22,382)</b>	<b>(593,109)</b>			
plus Transfer from EMR	(397)	57,361	0	(57,361)			
less Transfers to EMR	106,554	531,257	0	(531,257)			
<b>Movement to/(from) Gen Reserve</b>	<b>34,254</b>	<b>96,831</b>	<b>(22,382)</b>	<b>(119,213)</b>			

## Notes to the Variances in the end of year accounts 2024/25



Code			
1060	Section 106	Payment of CCTV contribution	Moved to earmarked reserves
1065	CIL	Receipts to be used for agreed capital infrastructure projects	Moved to earmarked reserves
1100	Cemeteries income	Slight reduction in interments in 2024/25	NB one extra purchase and burial for a non resident is £6,200
1200	Grants income	Artist in Residence support	
1201	Sponsorship	Reduction in sponsorship	Offset by increase in contributions 1202. No Principal sponsor for in Bloom in 2024/25
1203	Donations	Includes Farnham Support fund	£7,658 for support Fund £4,275 for Farnham in Bloom.
1204	Bookings/hire	Impact of Christmas Market cancellation because of Storm Darragh	
1205	Ticket Sales	Reflects success of Literary Festival ticket sales	
1207	Sale of Books	Literary Festival	Offset by book purchases (Code 321)
109	Seeds income	Distributor dealt directly with allotment holders this year	Self balancing against code 4614.
1245	Advertising income	Extra advertising achieved for Residents' Guide and for several events.	£9,050 Residents Guide, £4,950 Christmas market, £3,025 for World Craft Town
1910	Interest	Interest rates held up for longer than expected plus extra interest on additional investments eg CIL	
1911	Dividends	Local Authority Property Fund	Offer price at 31/3 £3.01. Mid/NAV £2.82 Bid price £2.78.

4001			Includes some one off costs for 2024/25 related to specifications for new website and extra consultations on website and playground. Plus interim support costs and handover to have consistency in service delivery.
4003/225	Gostrey	Includes Gate widening and improved pathways in 2024/25	Also includes new contracted playground inspections
4003/100	Professional services	Includes triennial trees survey	
4003/350	Craft Town	Includes cost of co-ordinator	
4003/321	Literary Festival	Includes cost of co-ordinator	
4020	Additional staffing	Partly reduced as a result of Storm Darragh and some costs met in salaries	
4030	Staff training	Regularising training for new staff	
4110	Business Rates	Increase as a result of loss of transitional relief	Mainly Council offices
4115	Water charges	Included some corrections for estimated charges.	`
4130	Insurance	Includes both Zurich (general) and Worknest specialist HR and health and safety.	Insurance rate increased last year because of previous claim and new areas covered eg playground etc.
4140	Office costs	Includes elements that could be coded under 4170 (underspent)	
4170	Property maintenance/ refurbishment	Some pathway improvements not delivered as expected within year. Others not delivered by contractors (eg Thames Water)	
4182	Equipment purchase	Higher spend a result of first payment on playground	Committed expenditure relates to Gostrey Playground
4190	CCTV	Some elements delayed during FIP works	
4205	Waste disposal	Budget provision insufficient for current activities and cost increases	

4301	LPG/CNG		Commitment for removal of LPG tank no longer used.
4310	New vehicles	Relates to replacement Goupil	Small van not replaced as expected. Now due 2025.
4400	Stationery	Some costs met under 4140	
4481	Website		Committed expenditure is for new website.
4483	Services Support & Software	More services are on monthly arrangements	Budget provision made for 2025/6
4555	Legal and professional fees	Includes Statutory Challenge (Waverley Lane) Hale Road Cemetery and Old Park Lane planning appeals	
4615	Trees and hedging	Increase as a result of dangerous tree removal	Will be higher in future following triennial tree survey.
4630	Event costs	Code used for Younger people holiday activities	
4641	Christmas Lights	Tender due in 2025	
4643	Christmas Lights 2025	This is provision to go into reserve	Never shows as expenditure as put straight into reserves
4655	Banners	Fewer banners used	Covers costs of putting up and taking down.
4811	Youth Initiatives	Final payment for Participation not yet due	
4815	Hardship fund grants	Funded from donations	Balance is held in earmarked reserves
4821	Elections	Provision to fund elections over four year period	Never shows as expenditure as put straight into reserves
	Transfers to and from Earmarked Reserves	During the year Reserves of £57,361 were used	£72,361 spent from CIL for Gostrey Playground less £15,000 transferred into EMR for elections and Christmas lights.
		£533,741 transferred from CIL /Section 106 receipts less net movement on support fund reserves for year of £2,484	
		Net surplus on year £520,727 less net in-year transfers of £473,896 to EMR leaves working net general fund surplus of £96,831.	



	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Strategy &amp; Resources</u></b>							
Income	1,545,995	2,118,928	1,514,818	(604,110)			139.9%
Expenditure	751,577	915,336	800,000	(115,336)	206,323	(321,658)	140.2%
Net Income over Expenditure	794,419	1,203,593	714,818	(488,775)			
plus Transfer from EMR	-397	62,361	0	(62,361)			
less Transfers to EMR	106,554	531,257	0	(531,257)			
Movement to/(from) Gen Reserve	687,468	734,697	714,818	(19,879)			
<b><u>Environment</u></b>							
Income	150,173	141,985	158,250	16,265			89.7%
Expenditure	584,760	586,128	688,700	102,572	51,438	51,134	92.6%
Net Income over Expenditure	(434,587)	(444,144)	(530,450)	(86,307)			
plus Transfer from EMR	0	0	0	0			
less Transfers to EMR	0	0	0	0			
Movement to/(from) Gen Reserve	(434,587)	(444,144)	(530,450)	(86,306)			
<b><u>Community &amp; Culture</u></b>							
Income	112,903	135,495	111,500	(23,995)			121.5%
Expenditure	331,530	324,217	318,250	(5,967)	7,166	(13,133)	104.1%
Net Income over Expenditure	(218,627)	(188,722)	(206,750)	(18,028)			
plus Transfer from EMR	0	-5,000	0	5,000			
Movement to/(from) Gen Reserve	(218,627)	(193,722)	(206,750)	(13,028)			
<b>Grand Totals:-</b>							
Income	1,809,072	2,396,408	1,784,568	(611,840)			134.3%
Expenditure	1,667,867	1,825,681	1,806,950	(18,731)	264,927	(283,658)	115.7%
Net Income over Expenditure	141,205	570,727	(22,382)	(593,109)			
plus Transfer from EMR	-397	57,361	0	(57,361)			
less Transfers to EMR	106,554	531,257	0	(531,257)			
Movement to/(from) Gen Reserve	34,254	96,831	(22,382)	(119,213)			

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Iain Lynch  
Town Clerk

Farnham Town Council

14 April 2025

Dear Iain

**Farnham Town Council – Second Interim and Final Audits**

**Internal Audit 24-25**

The internal audit for the 24-25 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 24-5. Recommendations are set out at Appendix A. I set out a schedule of tests not completed at this audit at Appendix B, these tests are not relevant to this Council.

The audit was completed over three visits. Interim audits were carried out on 18 December and 24 March, these concentrated on in year financial transactions and governance controls. The final audit was completed on 10 April and concentrated on the statement of accounts and balance sheet.

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### **A: Books of Account**

#### **First Interim Audit**

The Council uses the RBS Omega accounting system to report and record the financial transactions of the Council. This is a well-established accounting system specifically designed to be used in the town and parish council sector. A review of the cashbook shows that all data fields are being entered and supporting documentation is easily located, from references recorded on the general ledger. Accounting records and all reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances in the accounting system against the audited prior year annual return. These agreed:

Opening balance sheet 24-25 (on accounting system) - £2,155,565

Box 7 Audited 23-24 accounts - £2,155,565

I confirmed that the Council's VAT returns were up to date, with the most recent claim for the 3 months to 30 September 2024 submitted to HMRC on 26 November 2024. I checked that balances in the return could be agreed to schedules produced by the accounting system. VAT reclaimed was £15,401. This has been checked in to the Council's bank account, received on 28 November .

The Council received a clear audit certificate from the external auditors in 23-24, so there is nothing to take forward to the current accounting year.

#### **Final Audit**

The Council supplied the annual return report from the RBS accounting system for the year end audit. I have checked figures in this report back to detailed year end reports produced from the accounting system:

- All comparatives reported in the financial statements have been agreed back to the audited 23-24 accounts, as published on the council website.
- Accounting statements agreed to detailed annual return reports
- Box 7 - balances carried / brought forward – agreed to balance sheet
- Box 8 – cash – agreed to Cash and investment report
- Box 9 - fixed assets - agreed to asset register

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### **B: Financial Regulations & Payments** **First Interim Audit**

#### **Governance**

Financial Regulations and Standing Orders were last reviewed and approved at the Full Council meeting in March 2023 – minute C101/22. Financial regulations are based on the older template provided by NALC and are thus compliant with sector best practice. Financial Regulations are next due to be reviewed in 2025, the Council should ensure that the new NALC template regulations are adopted at this review.

#### **Expenditure and payments to suppliers**

The Council has a clear procedure for making payments to third parties. A payment run is processed each Wednesday by the Council's Bookkeeper, who collates invoices due for payment. These invoices are matched to purchase orders that have been authorised by the relevant budget holder, and countersigned by the Town Clerk.

The invoice is then entered on to the purchase ledger by the Bookkeeper, and is marked as ready for payment. A BACS run is produced by the accounting system, this is checked and loaded into the Council's bank account, where payments sit ready for authorisation by the appointed councillors.

Any urgent payments required are set up by the Bookkeeper on receipt of properly authorised payment instructions. These are set up at bank by the bookkeeper, and authorised by 2 bank signatory councillors at bank. At each meeting of the Finance Working Group, details of all payments made are made available for inspection by councillors.

This is a robust system, compliant with Financial Regulations and with evidence of separation of duties within the payment process.

I selected a sample of 12 expenditure transactions from the cashbook, and I was able to confirm for all transactions that:

- Transactions could be agreed back to a VAT invoice
- Purchase order was on file, authorised by the Town Clerk and budget holder For payments above £10K a councillor signature was also viewed
- VAT accounting correct
- Expenditure appropriate for the Council
- For internal bank transfers recorded on the cash book, I checked debits and credits on relevant bank statements.

Payments made by direct debit were checked to a schedule approved at the Full Council meeting in April 2024.

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My transaction testing included a payment of £30K made to Farnham BID on 20 June 2024. I understand that this is a loan, made to provide working capital to Farnham BID in advance of the receipt of levy income from Waverley. I have reviewed the approval process and repayments relating to this loan, and have identified the following matters:

- I was unable to locate a Full Council minute recording the resolution to make the loan of £30K to the BID, although there is evidence that this transaction was considered at various working group meetings. Given the value and nature of the transaction, this should have been approved at a Full Council meeting. I recommend that retrospective approval is recorded at the next Council meeting. Going forward, novel transactions of this nature must be considered at Full Council before payment is made.
- I note that the loan from BID should have been repaid by now. The loan agreement sets out repayments of £15K due on 1<sup>st</sup> June and 1<sup>st</sup> August 2024. Nothing has been repaid to date, so the repayment from BID is now overdue. Given that the loan was made for start-up working capital, and that the BID is now in receipt of levy income, I am concerned that this loan has not yet been repaid. This must be followed up as a matter of urgency, and Farnham BID should be required to repay the £30K in full immediately. Council should be kept up to date in this matter.

### **2<sup>nd</sup> interim and final audits**

Non pay expenditure per box 6 to the accounts amounted to £ 1,123,028, up from £1,061,276 in 23-24 .

The £30K loan was repaid by Farnham BID on 22 January 2025 – this has been checked into the cashbook.

I carried out further testing of expenditure from months 9 -12 of the financial year. For all transactions tested I was able to agree cashbook back to invoice, and to check that :

- An appropriately authorised purchase order was in place
- Evidence of authorisation of payment at bank by 2 councillors was on file ( email)
- Expenditure was appropriate for the Council

Accrued expenditure at year end was £42,750. 2 items were tested:

- Waverley BC - £25,004 – This is an estimate of utility costs owed for energy consumed in 24-5.
- Literary Festival accruals - £2,637 – the Town Clerk confirmed that this accrual relates to costs for the 2025 festival.

The Council has provided sufficient information to enable me to sign off this control objective.

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### **C: Risk Management & Insurance**

#### **First Interim Audit**

The Council has a risk management strategy in place and monitors and reviews risk on an ongoing basis. Worknest were due to complete their review before Christmas. This is due to be considered at Full Council in January. I will review the risk assessment at my next audit.

The Council is insured by Zurich Municipal, on a standard local authority policy. I reviewed the Council's insurance schedule. The policy was in date, with an expiry date of 29 April 2025. 8 buildings are insured, with an insurance value of £4.68 million. Other assets insured include Christmas lights at £83K, bus stops at £113K and CCTV at £117K.

Fidelity insurance cover is set at £5million. This has been increased since my last audit and is sufficient given cash holdings at the Council.

The Clerk confirmed that Council IT data is backed up nightly on to servers at the IT contractor. A restore of backed up data, needed due to an IT outage, has been actioned since my last visit, all key data was restored as required.

#### **2nd interim audit**

The Risk Management Report for 24-25 was reviewed at the Full Council meeting on 30 January 2025 ( minute c87/24b). This is supported by the annual risk assessment report commissioned by Worknest.

### **D. Budget, Precept & Reserves**

#### **First Interim Audit**

The Council was in the process of finalising the budgets for 25-26 at the time of my audit. Working Groups have examined budget options, and the draft budget was due to be considered by the Strategy and Resources Working Group then Full Council in December. The precept will be confirmed at the January meeting. I am satisfied that precepting authority deadlines will be met, I will review the approved budget and precept at my next audit.

Budget monitoring continues to occur on a quarterly basis, as required by financial regulations. The September reports were reported to the October 24<sup>th</sup> Strategy and Resources meeting, so financial reporting is timely. I reviewed the budget monitoring report. At the end of period 6 expenditure amounted to around 50% of budget, and income was ahead of budget.

The following reports are produced each quarter:

- Trial Balance
- Income and expenditure report
- Debtors outstanding
- Statement of investments

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6 Uplands Road. Farnham GU9 8BP

Agenda papers, and minutes demonstrate proper review of the budget monitoring report by councillors.

### **Second Interim audit**

The Council approved the precept for 25-26 at the January 30th meeting of Full Council (minute 88/24). The 25/26 precept has been set at £1,535,300. The budget was approved at the 19 December Full Council meeting, where a gross budget of £1,946,650 was set.

### **Final Audit**

Reserves at 31 March 2025 were £2,726,292 (23-24 £2,155,565).

General reserves at year end were £602,596. This represents 42% of precept, at the mid-point of recommended levels set out in the NALC Practitioners' Guide. I consider this level of general reserve to be appropriate for Farnham, given the level of precept, and well developed earmarked reserves.

Earmarked reserves at 31.3.25 were £2.1m. £800K is held in Community Infrastructure Levy (CIL) and section 106 reserves, I discussed these with the Town Clerk and confirmed projects are in place to ensure CIL is spent before expiry dates. Other earmarked reserves support the Council's asset base (eg Public Convenience Reserve £210K), fund future projects (eg Neighbourhood Plan £30K) and cover contingencies (eg elections £65K). I note a reserve of £100k has been set aside to mitigate future costs resulting from local government reorganisation.

The Council is due to next review reserve balances at the Strategy and Resources working group meeting in April 2025.

### **E: Income**

#### **First Interim Audit**

I selected a sample of income transactions from the cashbook for the first 8 months of the financial year. For all transactions sampled, I was able to confirm the following:

- Cashbook transaction
- agreed to schedule of deposits received
- Cashbook transaction checked to receipt at bank
- Highest value item agreed to invoice
- Invoice agreed to relevant schedule of fees and charges or other supporting documentation
- Events invoices agreed to relevant income sources
- VAT accounted for correctly

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My sample covered burial fees, food festival, lease income and events income. I also tested 1 CIL receipt from WBC. I am satisfied that the Council is billing accurately and collecting income across all income streams tested.

I have reviewed the Council's debtors ledger. No issues were identified on the sundry debts sales ledger. Allotment income is now also recorded on the sales ledger. There is one minor issue. Debts are currently being recorded for vacant plots. This is not correct, debts should only be raised where there is a tenant for an allotment. The ledger should be reviewed and all debts relating to vacant plots removed.

The Council has started to use a Square payment machine to collect sales income, notably at the Literary Festival, and has recently purchased a stand-alone machine to replace the previous machine that had to link to a mobile phone. I have checked the machine, and it is not possible to access the change bank account function without a password, so I am content that all monies collected using this machine will be banked in the Council bank account. I recommend the following:

- Town Clerk should ensure that processes for the operation of the Square machine should be documented. This should set out who is the administrator for the system, and who is responsible for setting up products on the system;
- Back up administrator should be set up

### **Second Interim and Final Audits**

Precept per box 2 to the accounts was £1,424,818 (23-24 £1,315,900). This has been agreed to third party documentation provided by external audit.

Income per box 3 to the accounts was £971,590 (23-24 £493,172).

Further testing of income for periods 9-12 of the financial year was carried out. I was able to agree all transactions selected from the cashbook to credit in the main bank account. Income was then agreed to appropriate documentation, such as fees and charges for cemeteries. Testing included a review of income collected using the Square system for the literary festival. I was able to agree the credit received in the bank account back to the Square system. This is supported to a schedule of sales downloaded from reports available on Square. Accounting entries are correctly recorded, with fees booked to the bank charges code on the accounting system.

An adjustment was made to the accounts to record CCLA interest due at 31.3.25 but not yet received.

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### **E. Petty Cash**

#### **First Interim Audit**

I confirmed that the petty cash has been checked. The Bookkeeper counted petty cash on 28.11.24, cash counted was reconciled to the accounting system and the petty cash log. The count has been reviewed and signed off by the accountant, petty cash stood at £1878 at the time of the count.

#### **Final Audit**

Petty cash at 31.3.25 was £2026. This has been counted and reconciled to petty cash accounting records by the Bookkeeper. This has been checked and countersigned by the Town Clerk

### **F. Payroll**

#### **Second Interim and Final Audits**

Staff costs per box 4 to the accounts were £702,653 ( 23-24 £606,590).

The RFO logged into the HMRC account on 10 April. This showed that the Council is up to date with HMRC submissions, and there were no overdue payments of payroll taxes.

Payroll is processed monthly, in good time for monthly payments to staff. The Town Clerk sets up the monthly payroll on the Moorepay payroll system, and checks outputs prior to further processing.

I checked the January 2025 payroll. The cashbook payment was agreed to the payroll summary report produced by Moorepay. I selected 3 members of staff from the Moorepay Bacs report. For all staff selected I was able to agree pay to payslip. I tested gross pay for each officer, and confirmed that this could be agreed to a pay award letter. Correct scale point was applied and all scale points were checked to minutes of the HR Panel or to staff contract. The Council have written to all staff in to confirm annual rates of pay and working hours, this is in response to previous recommendations.

At the final audit I confirmed that only costs relating to the employment of staff were included within staff costs in the statement of accounts, as required by the NALC Practitioners' Guide.

I am satisfied that the Council has a robust payroll system, is up to date with HMRC submissions and payments, and that staff tested are being paid in line with approved rates of pay.

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### **H. Assets and Investments**

Fixed Assets at year-end were £2,875,930 (23-24 £2,859,106)

I have agreed the balance in the accounts back to the asset register. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations. Arithmetic has been checked within the excel spreadsheet used to record the asset register.

Additions in 23-24 were £16,824. One addition was checked, the purchase of the Goupil Flatbed Truck. This has been agreed to invoice and correctly added to the asset register at cost.

The asset register includes one long term investment - shown at cost - £250,000. I have confirmed this was still held by the Council at 31.3.25 by reference to the year-end statement from CCLA. This is a long term asset ( not due to be cashed for more than 1 year at year end) so is correctly disclosed on the asset and investment register.

The asset register is being moved on the accounting system in 25-26. It is recommended that the Council checks that all assets can still be located and tagged before this is actioned.

### **I: Bank Reconciliations**

#### **First Interim Audit**

The current account is reviewed twice a week by the Bookkeeper, and transactions are matched off against the cashbook, as they are recorded in the Council's bank account. This is a strong control against fraud and error and ensures all income records are kept up to date. Formal reconciliation is compiled promptly at each month end, by the Bookkeeper, prior to review by the Accountant.

This system is compliant with the requirement of financial regulations. There is a good separation of duties, with the accounts maintained and reconciled by officers with no signatory powers, and reporting of balances to councillors.

At 30 November 2024, the Council held the following bank and investment balances. Accounts have been reconciled by the Finance Officer, and I have checked all balances on the reconciliations back to bank statements and to the accounting system bank reconciliation reports.

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# April Skies

## Accounting

Account	Balance at 30 November 2024	Reconciliation review by Internal Audit
Current	701,788	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Money Maker investment 1	250,000	Checked to contract note
CCLA investment Account	1400000	To be checked at year end , quarterly statements issued by bank
Cambridge and Counties Deposit Account	259,601	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
Nationwide	107,796	Checked to march 31 statement , annual statements issued by bank
Mayors Charity Account	454	Reconciliation checked and agreed to accounting system and bank. Reconciliation signed by 2 councillors
BOOM	15000	To be checked at year end
Money Maker investment 2	200000	Checked to contract note
Money Maker investment 3	300000	Checked to contract note
Money Maker investment 4	100000	Checked to contract note

I reviewed the bank reconciliation file, councillor review of bank reconciliations is not up to date. The last reconciliations reviewed were for July 2024, and second councillor review was not completed until December 7th . The review of bank reconciliations by a councillor is meaningless as a check against fraud and error unless it is completed on a timely basis, and I therefore recommend that this is completed within 30 days of each review period.

The Council has an investment policy in place, as required by regulations. I will review this at my next audit.

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### **Second Interim Audit**

Councillor review of bank reconciliations were checked to the end of November – these had been reviewed. Bank reconciliation reviews were still out in arrears at this audit in March 25.

Bank reconciliations must be reviewed by councillors within 30 days of each month end, and this review evidenced by councillor signature on the face of the bank reconciliation and the bank statement for each bank account.

### **Final Audit**

Cash at box 8 was £2,759,551 ( 23-24 £2,214,469)

I have tested year end cash balances – see table below

Account	Balance at 31.3.25	Audit testing
Current	63919	agreed to bank statement and cashbook
Petty Cash	2027	agreed to petty cash count - see notes in section e
Mayors Charity	3419	agreed to bank letter and cashbook
Cambridge and Counties	262881	agreed to bank letter and cashbook
MM Investment 03	400000	agreed to bank letter and cashbook
MM Investment 04	400000	agreed to bank letter and cashbook
CCLA investment 80001	1400000	agreed to bank letter and cashbook
Nationwide	112305	agreed to bank statement and cashbook
MM investment 97	100000	agreed to bank letter and cashbook
Boom	15000	Agreed to year end bank statement and cashbook
<b>total</b>	<b>2759551</b>	

I have vouched all cash and bank balances recorded on the Council's accounting system at 31.3.25 to bank statements and bank reconciliations. These reconciliations have not been reviewed at the time of my audit, this is to be expected so close to the end of the financial year. All bank reconciliations listed in the above table should be reviewed by a councillor, this review evidenced on the bank reconciliation and each bank statement, before audit files are sent to the external auditors.

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### **J. Year-end accounts**

Satisfactory – Farnham has produced accounts on an accruals basis, it is required to do this is required as income / expenditure is in excess of £200k. A reconciliation between box 7 and 8 of the accounting statements has been prepared – the difference is due to year end debtors and creditors. A variance analysis has also been prepared for external audit, this explains changes in accounting statement values between 23-24 and 24-25.

### **L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements**

#### **Interim Audit**

As a larger Council, with income / expenditure in excess of £200K, Farnham is required to follow the 2015 Transparency Code. I reviewed the following items at my interim audit:

- Expenditure – The link for 24-25 expenditure data was not working at the time of my audit. This should be checked and the link repaired

I understand the Council is about to start work on a new website, and I would recommend that an improved transparency page is set up as the website is developed. An example can be seen at Crowborough Town Council.

#### **Final Audit**

I was unable to check transparency data, as there is an issue with the certification of the Council website. Whilst I confirmed that data appears to have been loaded on the back office section of the website, this could not be viewed. This must be rectified before the external auditors review the 24-25 files.

### **M: Exercise of Public Rights - Inspection of Accounts**

Inspection periods for 23-24 AGAR were set as follows -

<b>Inspection - Key date</b>	<b>23-24 Actual</b>
<b>Accounts approved at Full Council</b>	25 April
<b>Date of Announcement</b>	11 June
<b>Inspection period begins</b>	13 June
<b>Inspection period ends</b>	24 July
<b>Correct length</b>	Yes

I can confirm that regulations were followed and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement – inspection rights.

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### **N: Publication requirements 23-24 AGAR**

The Council received a clear audit opinion from the external auditors for 23-24. This was dated 30<sup>th</sup> August, and the Council has published the complete audited AGAR on the website, as required by regulations. The Conclusion of Audit notice was published on the Council website on 5 September, before the regulatory deadline of 30 September. The external audit certificate was reported to the September meetings of Strategy and Resources Committee and Full Council. I am satisfied regulatory requirements have been met in this area.

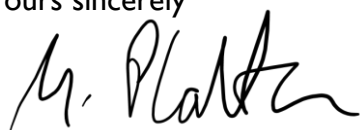
### **0. Trusteeship**

#### **Second interim audit**

The Council is trustee of the Farnham School of Science and Arts, also known as the Farnham South Street Trust, Charity Number 1146152. A separate company is operated on the Omega Accounting system, I can therefore confirm separate books of account are maintained for the Charity. The Trust holds separate meetings, these are minuted and minutes and agenda published on the Town Council website - meeting last held on 20 March 2025. The 23-24 submission of accounts and annual return has been completed, submission was on 24 December, before the deadline of 31 January. An independent examination has been conducted, by an appropriately qualified individual.

I would like to thank you and the team at the Council for your assistance with the audit. I attach my invoice and the internal audit report from the AGAR for your consideration. I look forward to working with you again in 25-26.

Yours sincerely



Mike Platten CPFA

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### Appendix A

#### Points Forward – Action Plan - Interim Audit 24-5

Matter Arising	Recommendation	Council Response
I was unable to locate a Full Council minute recording the resolution to make the loan of £30K to the BID, although there is evidence that this transaction was considered at various working group meetings.	Given the value and nature of the transaction, this should have been approved at a Council meeting. I recommend that retrospective approval is recorded at the next Council meeting. Going forward, novel transactions of this nature must be considered at Full Council before payment is made.	<b>Agreed and reported to Council January 2025</b>
I note that the loan from BID should have been repaid by now. The loan agreement sets out repayments of £15K due on 1 <sup>st</sup> June and 1 <sup>st</sup> August 2024. Nothing has been repaid to date, so the repayment from BID is now overdue.	Given that the loan was made for start-up working capital, and that the BID is now in receipt of levy income, I am concerned that this loan has not yet been repaid. This must be followed up as a matter of urgency, and Farnham BID should be required to repay the £30K in full immediately. Council should be kept up to date in this matter.	<b>Repayment of £30K received January 2025</b>
Allotment income is now also recorded on the sales ledger. There is one minor issue. Debts are currently being recorded for vacant plots.	This is not correct, debts should only be raised where there is a tenant for an allotment. The ledger should be reviewed and all debts relating to vacant plots removed	<b>Agreed - now corrected</b>
The Council has started to use a Square payment machine to collect sales income, notably at the Literary Festival,	I recommend the following:  - Town Clerk should ensure that processes for the operation of the Square machine should	<b>Still outstanding</b>

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# April Skies

## Accounting

	<p>be documented. This should set out who is the administrator for the system, and who is responsible for setting up products on the system</p> <ul style="list-style-type: none"> <li>- Back up administrator should be set up</li> </ul>	
<p>I reviewed the bank reconciliation file, councillor review of bank reconciliations is not up to date. The last reconciliations reviewed were for July 2024, and second councillor review was not completed until December 7th .</p>	<p>The review of bank reconciliations by a councillor is meaningless as a check against fraud and error unless it is completed on a timely basis, and I therefore recommend that this is completed within 30 days of each review period.</p>	<b>Still outstanding</b>
<p>Website reporting - Expenditure. – The link for 24-25 expenditure data was not working at the time of my audit.</p>	<p>This should be checked and the link repaired</p>	<b>Check at year end</b>
<p>New website – transparency page</p>	<p>I would recommend that an improved transparency page is set up as the website is developed. An example can be seen at Crowborough Town Council.</p>	<b>To be added to new website</b>

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## Appendix A

### Points Forward – Action Plan - Final Audit 24-5

Matter Arising	Recommendation	Council Response
I was unable to check transparency data, as there is an issue with the certification of the Council website. Whilst I confirmed that data appears to have been loaded on the back office section of the website, this could not be viewed.	This must be rectified before the external auditors review the 24-25 files.	
The asset register is being moved on the accounting system in 25-26.	It is recommended that the Council checks that all assets can still be located before this is actioned.	

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## Appendix B

### Internal Audit Control Objectives – Marked as not covered

Control Objective	Area for Audit	Why this has not been audited
K	Exemption from limited assurance review	Council had limited assurance review in 23-24

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**G**

**Farnham Town Council**

**Report and Financial Statements**

**Year ending 31<sup>st</sup> March 2025**

# **Farnham Town Council**

## **Financial Statements for the year ended 31 March 2025**

### **Explanatory Foreword**

Farnham Town Council's Financial Statements for the year ended 31 March 2025 are set out on the pages attached and consist of the following:

- **The Income & Expenditure Account**, showing income and expenditure on all services.
- **The Balance Sheet**, setting out the Council's financial position at the year end.
- **Notes to the Accounts**, providing information on amounts included in the statements.

This foreword provides a brief summary of the more important aspects of Farnham Town Council's activities and its financial position.

### **Basis of preparing the Financial Statements**

As the Council's income is less than £6,500,000, the Council's accounts follow the CIPFA Accounting Guidance for medium-sized councils. The balance sheet does not therefore need to include the value of fixed assets such as premises, equipment and infrastructure, although they are included for completeness. The cost of services excludes depreciation and the accounts also exclude adjustments that would be necessary to meet accounting standards relating to the accounting treatment for retirement benefits, as compliance is not required.

### **External Auditor's Opinion**

The External Auditor's Opinion is provided on an Annual Governance & Accountability Return provided to the Council's Auditors:

PKF Littlejohn LLP  
Ref: SBA  
2<sup>nd</sup> Floor  
1 Westferry Circus  
Canary Wharf  
LONDON  
E14 4HD

The figures provided in these statements are consistent with those provided in the Annual Governance & Accountability Return.

The Annual Governance & Accountability Return can be seen with the Agenda for full Council held on 1<sup>st</sup> May 2025 and is also available online at [www.farnham.gov.uk](http://www.farnham.gov.uk) or on request from Farnham Town Council.

## **Farnham Town Council**

### **Outturn for the Year ended 31<sup>st</sup> March 2025**

The outturn for the year is set out in the Income & Expenditure Account on page 4 and may be summarised as follows:

	£
Cost of services	1,825,681
Income received	971,590
Net spending	854,091
Precept on Waverley Borough Council	1,424,818

Amount transferred to balances for the year including CIL

570,727
---------

#### **Capital expenditure**

The funding for capital expenditure in the 2024/25 year was all from revenue (including grants) and balances. There was no borrowing in the year.

#### **Statement of responsibilities for the Statements of Accounts**

The Council is required to:

- Make arrangements for the administration of its financial affairs.
- Ensure that one of its officers (referred to as the Responsible Financial Officer) is responsible for the administration of those affairs. At Farnham Town Council, that officer is the Town Clerk.
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.

The Responsible Financial Officer is responsible for preparation of the Council's statements of accounts in accordance with the CIPFA Accounting Guidance so far as applicable to this Council, to present fairly the financial position of the Council at 31 March 2025 and its income and expenditure for the year then ended. In preparing the statements of accounts, the Responsible Officer has:

- Selected suitable accounting policies and applied them consistently;
- Made judgements that were reasonable and prudent; and
- Complied with the Guidance.

The Responsible Officer has also:

- Kept proper accounting records that were up to date; and
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

Councillor Brodie Mauluka  
Town Mayor (2024-25)  
Farnham Town Hall  
South Street  
Farnham  
Surrey GU9 7RN

## Farnham Town Council

### Income & Expenditure for the year ended 31 March 2025

Expenditure by Working Groups	Year ended 31 March 2025		2023/24	
	Expense	Income	Net	Net
	£	£	£	£
1 Strategy & Resources (excluding precept)	900,694	681,952	218,742	525,917
2 Environment (including Cemeteries)	586,128	141,985	444,143	434,586
3 Community	324,217	135,495	188,722	218,627
4 Farnham Support Fund	14,642	12,158	2,484	(4,435)
<b>Net cost of services</b>	1,825,681	971,590	854,092	1,174,695
			£	£
Precept on the Borough Council			1,424,818	1,315,900
<b>Total Surplus/(Deficit) for the year</b>			570,727	141,205
Transfers to Earmarked reserves (grants received not yet spent, commitments and other provisions agreed by Council)			(473,896)	(128,516)
<b>General Fund Surplus/(Deficit) for the year</b>			96,831	12,293
<b>Movement on General Fund balance and Earmarked reserves:</b>				
Balance brought forward			2,155,565	2,014,359
Surplus/Deficit for the year (including CIL and Section 106 funding, Support Fund surpluses and agreed increases to earmarked reserves)			570,727	141,205
Balance carried forward			2,726,292	2,155,565

## Farnham Town Council Balance Sheet at 31 March 2025

	Notes	31 March 2025 £	31 March 2024 £
<b>Fixed assets</b>			
Tangible fixed assets	1, 3	-	-
<b>Current assets</b>			
Money Market deposits and other savings		2,690,186	2,114,439
Debtors (including VAT recoverable)	4	108,295	67,703
Bank/Petty cash		65,946	96,559
Mayor's charity funds held by council* (Actual sum £2,398 (2024: £520) after monies paid by FTC to charities are transferred).		3,419	3,471
<b>Total current assets</b>		<b>2,867,846</b>	<b>2,282,172</b>
<b>Current liabilities</b>			
Creditors and accrued expenses including commercial card and Mayor's charity funds	5	141,554	126,607
<b>Total assets less current liabilities</b>		<b>2,726,292</b>	<b>2,155,565</b>
<b>Capital and reserves</b>			
Earmarked Reserves	6	2,123,695	1,649,799
General Reserves		602,597	505,766
<b>Total reserves</b>		<b>2,726,292</b>	<b>2,155,565</b>

The Notes on pages 6 to 10 also form part of the Financial Statements.

The Council falls within the Audit Commission's 'lighter touch' audit regime and so the external audit opinion is provided on the Annual Return, which includes a summary of the Income and Expenditure Statement and Balance Sheet.

The above statement presents fairly the financial position of the Council as at 31 March 2024 and reflects its income and expenditure for the year. These Financial Statements reflect statements that were approved at a meeting of the Council held in April 2024.

.....  
**Town Mayor 2024-25**

.....  
**Responsible Financial Officer**

# **Farnham Town Council**

## **Notes to the Financial Statements for the year ended 31 March 2025**

### **I. Principal accounting policies**

#### **Accounting convention**

The Financial Statements have been prepared in accordance with the CIPFA Accounting Guidance for Local Councils, which is recognised by statute as representing proper accounting practices, as applied to the accounts of local councils.

#### **Fixed assets**

The Council's Financial Statements are not required to include the value of fixed assets on the balance sheet or depreciation in the Income & Expenditure Account. The acquisition, creation or enhancement of fixed assets is charged to revenue each year, and disposal proceeds are credited to a capital receipts reserve if not immediately used to fund capital expenditure.

Fixed assets are valued in the Notes to the Financial Statements on the bases recommended by CIPFA and in accordance with the statements of asset valuation principles set out in 'Governance and Accountability – A Practitioners' Guide' and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

- Land, operational properties and equipment, infrastructure and community assets are valued at the original purchase price, or the value at first recording of the asset. These values remain unchanged until disposal.
- Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Assets considered to have no appreciable realisable value are recorded at their historic cost value or given a £1 nominal value.

Assets are reviewed and restated in line with the latest guidance issued by the external auditor with assets previously listed to include proxy values, being revalued to zero (for gifts) or £1 for assets transferred from another authority.

#### **Debtors and creditors**

The Council's Financial Statements are maintained on an accruals basis. Amounts due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

#### **Stocks and work in progress**

Stocks of office supplies and for grounds maintenance have been treated as consumed because their value was not material.

#### **Reserves**

The Council maintains certain operational reserves to meet general and specific future expenditure. The purpose of the Council's reserves is explained in Note 6.

#### **General administration and support service costs**

Central administrative support costs are reallocated direct to the services concerned, so far as they can reasonably be ascertained. The remaining administrative costs, including those relating to the democratic process, are shown as a separate service cost in the Income & Expenditure Account.



# Farnham Town Council

## Notes to the Financial Statements for the year ended 31 March 2025

### (continued)

#### 2. Pension costs

The Council's staff members are eligible to become members of the Surrey Superannuation Fund, which is administered by Surrey County Council and are auto-enrolled into the scheme as required.

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees. These contributions are determined by the Fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the Fund, in accordance with relevant government regulations. The latest triennial review was in 2022.

<b>3. Fixed assets (following revaluation 31<sup>st</sup> March 2014 in line with external auditor's latest guidance)</b>	<b>31<sup>st</sup> March 2025</b>	<b>31<sup>st</sup> March 2024</b>
Operational land and buildings (on historic cost basis)	£	£
Council Offices	270,568	270,568
Other Public Buildings	422,719	422,719
Wrecclesham Community Centre	206,110	206,110
Depot	146,830	146,830
 Vehicles and equipment		
Vehicles	134,883	127,383
Audio and Visual Systems	42,541	42,541
Christmas Decorations	113,285	113,285
Civic Insignia	14,814	14,814
Grounds Equipment	152,720	145,891
Computers, telephones and office equipment	96,400	95,821
Other	47,142	47,142
 Infrastructure assets		
Bus shelters	70,598	70,598
Town Centre CCTV	104,845	104,845
Boards and Signs	15,277	15,277
Street furniture (Litter bins, lampposts, Seats)	23,795	21,879
 <b>Community assets</b>		
<b>Cemeteries</b>	679,634	679,634
Allotments and Gardens	83,769	83,769
<b>Long-term investments</b>		
CCLA Local Authorities Property Fund	250,000	250,000
Total value	<b>2,875,930</b>	<b>2,859,106</b>

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2025**  
(continued)

<b>4. Debtors and prepayments</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
4 Debtors	60,942	23,146
Value added tax	42,230	43,630
Prepayments	5,123	927
	108,295	89,293

<b>5. Creditors and accrued expenses</b>	<b>2025</b>	<b>2024</b>
	<b>£</b>	<b>£</b>
Creditors	32,098	48,660
Pensions/PAYE/NIC creditor	11,097	15,080
Income in advance	41,983	16,356
Accruals	44,759	38,237
HSBC Commercial Card	9,219	7,754
Mayor's charity funds held by Council	2,398	520
	141,554	126,607

**6. Earmarked Reserves and General Reserves**

Category	Balance at 31.3.25	Comments
Election/By-election Fund	£65,000	Election/By-election costs. WBC invoices after an election.
Legal Expense fund	£50,000	To cover unforeseen legal costs above revenue provision.
New Equipment	£50,000	Planned equipment upgrades including vehicles.
Wrecclesham Community Centre	£50,000	Provision for unforeseen expenditure of FTC asset.
Street Furniture	£20,000	Infrastructure to be developed.
SCC Bus Shelter Refurbishment	£8,000	Committed sum from SCC for bus shelter refurbishment
Gostrey Meadow/public space enhancements	£65,000	Includes upgrades and bandstand.
CCTV and Crime Prevention	£52,502	To fund programmed investment.
Environment	£75,000	Provision for environmental initiatives
Cemetery Chapels and Enhancements	£66,750	Major repairs required for the FTC owned Chapels.
Hale Cemetery Lychgates	£30,000	To fund the repair of the cemetery lychgates
IT investment	£25,000	To fund required investment/ upgrades.
Tourism Development	£20,000	To fund improved services.
Public Conveniences	£210,000	Upgrade to improve public conveniences including Gostrey Meadow & the Hart
Town Hall	£100,000	Unforeseen/emergency repairs provision
Local Government Reorganisation	£100,000	To fund costs associated with transfers or devolved services
<b>Sub-total</b>	<b>£987,252</b>	

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2025**  
**(continued)**

<b>Total Earmarked (b fwd from previous page)</b>	<b>£987,252</b>	
Christmas Lights	£60,000	To fund the purchase of future Christmas Lights
Capital Receipts	£80,000	This comprises capital receipts arising from the disposal of fixed assets less expenditure on new capital items.
World Craft Town	£25,000	To fund expenditure related to World Craft Town activities
CIL – Gostrey Meadow Amenity Block	£599,731	Community Infrastructure Levy receipts received and earmarked for use for new Amenity Block
CIL – Gostrey Meadow Playground	£127,639	Community Infrastructure Levy receipts received and earmarked for use at Gostrey Meadow
CIL – Town Centre Improvements	£50,000	Community Infrastructure Levy receipts received and earmarked for use for Town Centre Improvements
CIL - Farnham Museum	£10,000	Pledge to improve visitor experience
Wrecclesham s106	£6,199	The unspent balance of s106 receipts for landscaping at Wrecclesham and for Wrecclesham Gateway project
West St Railings s106	£27,143	The unspent balance of a s106 receipt for work currently underway on the West Street Railings project.
UCA s106	£12,673	The unspent balance of a s106 receipt.
Youth Facilities	£25,000	To fund expenditure on facilities for young people
Farnham Support Fund	£14,325	The unspent balance of the Farnham Support Fund as at 31 <sup>st</sup> March 2025
Business Support	£15,000	To support emerging business support activities including the Business Improvement District
Farnham Flame	£8,500	To fund the Farnham Flame sculpture
Greenhouse	£45,233	Insurance claim receipts set aside for the development of the greenhouse facilities
Neighbourhood Plan	£30,000	To fund revisions to the Neighbourhood Plan
<b>Total Earmarked Reserves</b>	<b>£2,123,695</b>	
<b>General</b>	<b>£602,597</b>	FTC Policy is that general reserves be 50% of the total annual precept or operating expenditure. As a large Council with good earmarked reserves this figure can be lower and it represents 42% of the 2024-25 precept
<b>Total Reserves</b>	<b>£2,726,292</b>	

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2025**  
(continued)

**7. Contingent liabilities**

There were no contingent liabilities at 31 March 2025 (2024: none).

**8. Grants paid in the year**

During the year Community grants were paid to the following organisations:

<u>Community Grants:</u>	<u>£</u>
Badshot Lea Community Association	1,100
Creative Response	1,500
Disability Challengers	1,320
Farnham Art & Design Education Group	600
Farnham Assist	600
Farnham Brass Band	195
Farnham Carnival	2,000
Farnham Support Fund	2,500
Farnham Youth Choir	1,000
Hale Carnival Committee	1,000
Helen Arkell Dyslexia Centre	1,000
Hive Helpers CIC	750
Homestart	1,500
Kind to mind	500
New Ashgate Gallery	2,000
River Wey Trust	1,500
Rowledge Tennis Club	1,000
Rural Life Centre	1,030
Rural Life Centre	1,000
Space2Grow	4,000
Voices Together	800
Weydon School	1,500
Wrecclesham Village Fete	500
	<u>28,895</u>

In addition, grants for services provided were made to:	<u>£</u>
40 Degreez	5,000
Brightwells Gostrey Centre	5,000
Citizens Advice Bureau	20,000
Farnham Maltings	10,000
Hale Community Centre	5,000
Waverley Hoppa	10,000
	<u>55,000</u>

**Farnham Town Council**  
**Notes to the Financial Statements for the year ended 31 March 2025**  
**(continued)**

<u>Town Clerk Small Grants</u>	£
Phyllis Tuckwell Hospice – use of Central Carpark	100
Post 19 allotment grant	67
RBL equipment hire	240
Repair Café	250
St Andrew's School allotment grant	67
Weyside Rotary gazebo hire	75
William Cobbett School – litter pickers	187
	<u>986</u>

<u>Grants for Services provided to Younger People</u>	
40 Degreez	30,000
Childrens' Business Fair	2,500
Hale Community Centre	15,000
Jubilee Hub	15,000
Space2Grow	2,000
	<u>65,000</u>

<u>Grants for Young People Holiday Activities</u>	
40 Degreez	2,000
Bethel Baptist Church	500
Chantry's & Byworth Community Association	1,500
Farnham Maltings	3,000
Farnham Youth Choir	1,000
Hale Community Centre	5,500
Rural Life Centre	1,500
Space2Grow	2,500
St Andrew's PCC	500
University for the Creative Arts	2,000
	<u>20,000</u>

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# Annual Governance and Accountability Return 2024/25 Form 3



To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2025</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2024/25

## FARNHAM TOWN COUNCIL

<https://www.farnham.gov.uk/>

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/12/2024

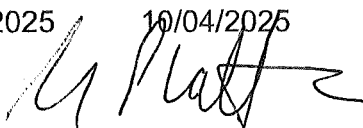
24/03/2025

10/04/2025

Name of person who carried out the internal audit

MIKE PLATTEN CPFA

Signature of person who carried out the internal audit



Date

14/04/2025

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### FARNHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/05/2025

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[www.farnham.gov.uk](http://www.farnham.gov.uk)

## Section 2 – Accounting Statements 2024/25 for

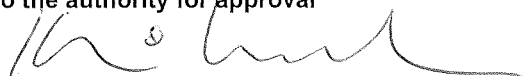
### FARNHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	2,014,359	2,155,565	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,315,900	1,424,818	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	493,172	971,590	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	606,590	702,653	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,061,276	1,123,028	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,155,565	2,726,292	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,214,469	2,759,551	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	2,859,106	2,875,930	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date

14/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

01/05/2025

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

FARNHAM TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2024/25

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

\*We do not certify completion because:

External Auditor Name

PFK Littlejohn LLP

External Auditor Signature

Date

## Explanation of variances 2023/4 to 2024/5

Name of smaller authority: **Farnham Town Council**

County area (local councils and parish meetings only): **SURREY**



Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	2,014,359	2,155,565				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	1,315,900	1,424,818	108,918	8.28%	YES		£90,000 specifically added to the precept to fund younger people projects
3 Total Other Receipts	493,172	971,590	478,418	97.01%	YES		£32,467 additional bank interest due to higher cash reserves; £346,173 additional CLIL receipts; £90,052 s106 receipt in year (none in previous year). See below.
4 Staff Costs	606,590	702,653	96,063	15.84%	YES		The increase in staff costs can be attributed to a number of factors: an additional member of outside workforce team in place this year (£35k), the impact of the national pay rise (£28k), all staff received an incremental increase at the beginning of 24-25, the apprentice was paid at higher rate due to age and the projects officer in place for full year (prev year only 6 months) (£19k)
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	1,061,276	1,123,028	61,752	5.82%	NO		
7 Balances Carried Forward	2,155,565	2,726,292				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	2,214,469	2,759,551				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	2,859,106	2,875,930	16,824	0.59%	NO		
10 Total Borrowings			0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

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# FARNHAM TOWN COUNCIL

## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 24th March, 2025

#### Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

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#### Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor George Hesse  
Councillor Mark Merryweather  
Councillor Graham White  
Councillor Alan Earwaker (Observer)

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Mauluka, Murray and Woodhouse.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications Considered for Key/Larger Developments

##### **Farnham Castle**

##### **WA/2025/00450 Farnham Castle**

Officer: Sam Wallis

FARNHAM CARPET COMPANY LTD, 85A WEST STREET, FARNHAM

Alterations to existing commercial building to provide 6 dwellings with associated parking, bin and cycle storage; relevant demolition of an unlisted building in a conservation area.

**Farnham Town Council notes the proposals will provide six dwelling, with on-site parking, in a town centre location. Although ownership is not a planning matter, the proposed door to the rear of dwelling P6 opens out to an area beyond the redline of the site (northern boundary). This door must be removed from the**

**proposal. Consideration must be given to existing residential dwellings and have no negative impact of their amenity with overlooking.**

**WA/2025/00494 Farnham Castle**

Officer: Omar Sharif

9-11 EAST STREET, FARNHAM GU9 7RX

Extensions and alterations to existing store/cellar to provide customer area; erection of an outbuilding for storage following demolition of existing outbuilding; expansion of outdoor seating area and associated works.

**Farnham Town Council notes the increase to the seating in the outdoor customer area. The impact of noise from this increase must be considered given its close proximity to the residential development to the rear.**

**WA/2025/00501 Farnham Castle**

Officer: Ninto Joy

HIGHWAYS LAND OUTSIDE CARD CONNECTION, HICKLEYS COURT, SOUTH STREET, FARNHAM GU9 7QQ

Application for Advertising Consent for Double Sided Freestanding Digital Information & Advertising Display.

**Farnham Town Council objects to the proposed double sided freestanding digital information and advertising display in the footway at Hickleys Corner.**

**Farnham Neighbourhood Plan policy FNP4 Advertisement Control states that within the Plan area, proposals for an advertisement will be permitted where:**

- a) It would not be obtrusive in appearance, cause visual clutter or lead to a proliferation of signs, appear dominant or overbearing in the street scene, or cause significant harm to the appearance of any building on which it would be displayed because of siting, size, design, construction of materials;
- b) The level of illumination would cause no significant harm to residential amenity; and
- c) It would not endanger highway or public safety.

**The proposal conflicts with this policy.**

**Digital signage is discouraged in the historic market town of Farnham, especially in such a prominent location, causing distraction to motorists and obstruction to pedestrians at this very busy traffic and pedestrian junction.**

**Farnham Town Council has not been consulted on Surrey County Council's digital rollout and does not agree that the proposal is 'small format'. The proposed monolith, standing at 2.75m high by 1.14m wide, is visually intrusive and will detract from the heritage fingerpost agreed to be installed in this location in the Farnham Infrastructure Programme Wayfinding Strategy.**

**Farnham North West**

**NMA/2025/00459 Farnham North West**

Officer: Russell Brown

LAND NORTH OF COXBRIDGE FARM, WEST STREET, FARNHAM

Amendment to WA/2024/00599 CALA has had to seek substitutes for approved two brick types on the External Finishes Plan (Rev H) to two similar shades which are available and in stock.

**No comment.**



#### 4. Applications Considered

##### **Farnham Bourne**

###### **WA/2025/00404 Farnham Bourne**

Officer: Anna Whitty

29 AVELEY LANE, FARNHAM GU9 8PR

Erection of single storey detached outbuilding following demolition of existing sheds; under deck outbuilding with raised decking and integrated swim spa; erection of a porch following demolition of existing porch and associated works.

**Farnham Town Council notes the proposals are against the boundary with no. 31. The proposed outbuilding and under deck outbuilding with raised decking must not have a negative impact on no. 31 with potential of overlooking the neighbour's amenity space.**

###### **WA/2025/00468 Farnham Bourne**

Officer: Justin Bramley

1 BURNT HILL WAY, WRECCLESHAM, FARNHAM GU10 4RN

Erection of extensions and alterations.

**No comment.**

###### **WA/2025/00497 Farnham Bourne**

Officer: Anna Whitty

FOXDENE, 2 LONGHOPE DRIVE WRECCLESHAM, FARNHAM GU10 4SN

Erection of single and two storey extensions and alterations.

**No comment.**

##### **Farnham Castle**

###### **WA/2025/00414 Farnham Castle**

Officer: Anna Whitty

LONGACRE, LONG GARDEN WALK WEST, FARNHAM GU9 7HX

Alterations to dwelling with erection of porches and covered verandas and associated works.

**No comment.**

###### **WA/2025/00440 Farnham Castle**

Officer: Ninto Joy

CASTLETON DENTAL PRACTICE, 11 CASTLE STREET, FARNHAM GU9 7JA

Display of illuminated and non-illuminated signs.

**Externally illuminated. No comment.**

##### **Farnham Firgrove**

###### **PRA/2025/00439 Farnham Castle**

Officer: Dana Nickson

23A DOWNING STREET, FARNHAM GU9 7PD

General permitted development order 2015 schedule 2 part 3 Class MA - prior notification application for change of use of first floor from commercial business and service (use class E) to provide 1 flat (use class C3).

**Farnham Town Council notes that the flat is located within Farnham Town Centre Controlled Parking Zone A with limited spaces available for existing residential dwellings.**

###### **PRA/2025/00470 Farnham Firgrove**

Officer: Dana Nickson

17 WEYDON HILL ROAD, FARNHAM GU9 8NX

Erection of a single storey rear extension which would extend 6 m beyond the rear wall of the original house for which the height would be 2.90 m and for which the height of the eaves would be 2.70 m.

**No comment.**

**WA/2025/00397 Farnham Firgrove**

Officer: Matt Ayscough

19 SEARLE ROAD, FARNHAM GU9 8LJ

Erection of single storey extension and porch following demolition of existing porch.

**No comment.**

**WA/2025/00466 Farnham Firgrove**

Officer: Ninto Joy

33A UPPER WAY, FARNHAM GU9 8RG

Erection of extensions and alterations and construction of vehicle access and dropped kerb.

**No comment.**

**WA/2025/00486 Farnham Firgrove**

Officer: Tajinder Rehal

6 MORLEY ROAD, FARNHAM GU9 8LT

Erection of two semi detached dwellings following demolition of existing dwelling; creation of new access and erection of fencing and boundary walls.

**Farnham Town Council notes that the Tree Officer has requested further information to protect TPO trees. The access is via a narrow roadway, becoming pedestrian only just after the access into the site. Measures must be put in place to ensure the safety of pedestrians.**

**WA/2025/00499 Farnham Firgrove**

Officer: Justin Bramley

4 YORK ROAD, FARNHAM GU9 8JX

Erection of a porch following demolition of existing porch.

**No comment.**

**WA/2025/00505 Farnham Firgrove**

Officer: Ninto Joy

4 EDWARD ROAD, FARNHAM GU9 8NP

Erection of a single storey extension and demolition of existing.

**No comment.**

**Farnham Heath End**

**WA/2025/00411 Farnham Heath End**

Officer: Dana Nickson

2A POPLAR WALK, FARNHAM GU9 0QL

Erection of a detached dwelling with solar panels on roof; amenity space, parking and installation of vehicular access.

**Farnham Town Council notes the neighbours' objections. The County Highways Authority requirements must be adhered to and a Construction Management Plan conditioned to ensure the safety of pedestrians and road users on this restrictive corner site.**

**WA/2025/00443 Farnham Heath End**

Officer: Ninto Joy

23 WILLOW WAY, FARNHAM GU9 0NU

Erection of extensions and alterations with installation of air source heat pump and solar panels on roof following demolition of existing detached garage.

**No comment.**

### **Farnham North West**

#### **WA/2025/00420 Farnham North West**

Officer: Justin Bramley

HALFWAY HOUSE, DORAS GREEN LANE, DIPPENHALL, FARNHAM GU10 5DU

Erection of an extension and alterations including relocation of flue.

**No comment.**

#### **WA/2025/00426 Farnham North West**

Officer: Anna Whitty

20 MOUNT PLEASANT, FARNHAM GU9 7AA

Hip to gable and dormer extensions to provide habitable accommodation in roof space together with alterations to elevations.

**No comment.**

#### **WA/2025/00431 Farnham North West**

Officer: Anna Whitty

10 REEVE DRIVE, FARNHAM GU9 0FH

Erection of a conservatory.

**No comment.**

#### **WA/2025/00462 Farnham North West**

Officer: Ninto Joy

31 CRONDALL LANE, FARNHAM GU9 7BG

Erection of single storey extension and porch.

**No comment.**

### **Farnham Rowledge**

#### **NMA/2025/00469 Farnham Rowledge**

Officer: Ninto Joy

7 JUBILEE LANE, BOUNDSTONE, FARNHAM GU10 4SZ

Amendment to WA/2019/1150 to change the full height glazing to standard punch side hung traditional windows and amending tile hung façade to white render.

**No comment.**

#### **TM/2025/00478 Farnham Rowledge**

Officer: Alex Needs

LAND BETWEEN MEADOW WAY AND MAYFIELD SOUTH OF THE AVENUE, ROWLEDGE, FARNHAM GU10 4DZ

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 47/99

**Farnham Town Council leaves to the Arboricultural Officer.**

#### **WA/2025/00425 Farnham Rowledge**

Officer: Dana Nickson

BOURNE MEAD, ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NW

Erection of a detached dwelling with parking and associated landscaping.

Farnham Town Council notes that the proposed access is off Laurel Grove. Although the proposed access is said to be existing, this is a sensitive location close to a pedestrian footbridge crossing and ford at Bourne Stream on Farnham bridleway 233. It is unclear how the boundary of the site joins the bridleway at the access point – it is appreciated that ownership is not a planning matter - the garden land and bridleway are separated by a verge and the levels differ. The proposed dwelling appears to be positioned in a clearing within a well wooded area of the garden land, mature trees must be protected to maintain the character of the site and area. A Construction Transport Management Plan is vital for this sensitive location.

**WA/2025/00467 Farnham Rowledge**

Officer: Anna Whitty

2 HIGH STREET, ROWLEDGE, FARNHAM GU10 4BS

Erection of single storey timber garage.

**Farnham Town Council objects to the proposed garage in front of the building line, close to the road, being contrary to Residential Extensions SPD.**

**Farnham Weybourne**

**WA/2025/00429 Farnham Weybourne**

Officer: Matt Ayscough

23 WOODSIDE ROAD, FARNHAM GU9 9DS

Erection of a single storey extension and alterations to porch.

**No comment.**

**WA/2025/00435 Farnham Weybourne**

Officer: Matt Ayscough

31 COPSE AVENUE, FARNHAM GU9 9EB

Erection of an extension.

**No comment.**

**WA/2025/00454 Farnham Weybourne**

Officer: Matt Ayscough

88 WEYBOURNE ROAD, FARNHAM GU9 9HE

Erection of extensions and alterations following demolition of existing single storey extensions.

**No comment.**

**5. Surrey County Council Mineral, Waste, or Other Applications/Consultations**

There were none for this meeting.

**6. Appeals Considered**

There were none for this meeting.

**7. Licensing Applications Considered**

There were none for this meeting.

**8. Surrey County Council Footpaths and Rights of Way**

**Surrey County Council Public Footpath 85 (Farnham)  
Temporary Prohibition of Traffic Order 2025**

Harts Yard Farnham Limited have applied to temporarily close the above mentioned right of way.

The closure is necessary to allow the installation and/or re-alignment of utility services required for the residential development for which planning consent has been granted (WA/2023/00848).

The closure will be in operation for a period of six months from 7 April 2025 or until completion of the works, if earlier. That period can be extended by the Secretary of State for Transport, if required.

Clarification has been sought with the Countryside Access Officer as to how access to existing residential, commercial and charitable organisations is maintained during this closure.

The developer has confirmed that private rights of access to all properties will be maintained, and that they be contacted directly with any issues.

The image below shows that the middle section of the path will be inaccessible.



**9. Public Speaking at Waverley's Planning Committee, Inquiries or Hearings**

There were none for this meeting.

**10. Date of next meeting**

Monday 7<sup>th</sup> April 2025 at 9.30am.

The meeting ended at 10.10 am

Notes written by Jenny de Quervain





# FARNHAM TOWN COUNCIL



## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 7th April, 2025

#### Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

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#### Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor George Hesse  
Councillor Brodie Mauluka  
Councillor Mark Merryweather  
Councillor George Murray  
Councillor Graham White

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillor Woodhouse.

#### 2. Disclosure of Interests

None were received.

#### 3. Applications Considered for Key/Larger Developments

##### **Farnham Castle**

Amendments received

**Amended scheme, new plans**

##### **WA/2024/01557 Farnham Castle**

Officer: Simon Dunn-Lwin

CENTRUM BUSINESS PARK, 35-42 EAST STREET, FARNHAM

Erection of 162 dwellings with associated landscaping, access and parking following phased demolition of existing buildings.

**Farnham Town Council notes minor changes to landscape plans, units reconfigured to increase external private amenity space, roof plans updated to reflect changes to layout but no changes to respond to objections to 6-storeys on this site. The number of storeys is a key consideration to development in Farnham, especially on this prominent island site, on an important approach to the town centre. Consideration must be given to Farnham Neighbourhood Plan policy FNPI criteria a) responding to the character, d) respects the contours of the site, e) well integrated into the site, g) will not result in unacceptable levels of air pollution, and policy FNP14 j) specifically states 4-storey development for this site.**

**Pedestrian and cycle connectivity cannot be achieved without responding to the CHA comments. The frontline of the development must be set back sufficiently to allow for wider shared cycle/footways on East Street. The CHA has provided details of other measures to improve safety and connectivity, these must be included. Farnham Neighbourhood Plan policy FNP30 criteria a), b) c), e), f), h), i) must be adhered to.**

**Concern is still raised over air quality, especially as the vehicle access is within the Farnham Air Quality Management Area. Although the parking provision is very low, considerable vehicle movements will be generated by deliveries and collections for 162 dwellings. To reduce vehicle movements, collection and drop off points could be incorporated, locker points for example. To avoid further parking congestion on local roads, future residents must be restricted from applying for parking permits in Farnham Town Centre Controlled Parking Zone A.**

**Comments have been raised about no provision of affordable housing within the scheme. A development viability report for Centrum Business Park has concluded that whilst the scheme is deliverable, it does not appear sufficiently so to support a contribution towards affordable housing at this time. Question is raised as to how much profit needs to be guaranteed for a scheme to be developed. The NPPF states that affordable housing is expected to be met on-site. If affordable housing is not deliverable on-site, WBCs Affordable Housing SPD details the process for a commuted sum to deliver affordable housing elsewhere. This must be negotiated.**

**Natural England has objected to the proposals impact on the Thams Basin Heath Special Protection Area (SPA). SANG provision must be in line with Farnham Neighbourhood Plan policy FNPI2 and be readily accessed from, and well connected to, the development it serves. Further consultation will be required to address the SANG provision.**

**Local Plan Part I (LPPI) policy TD1 Townscape and Design states: account will be taken of design guidance adopted by the Council including design and development briefs, Conservation Area Appraisals and associated Management Plans, town and village design statements and other design policies and guidance produced within subsequent Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans.**

**Councillor White left the meeting.**



#### 4. Applications Considered

##### **Farnham Bourne**

###### **CA/2025/00562 Farnham Bourne**

Officer: Theo Dyer

MAVINS COURT, 4 GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATION AREA WORKS TO AND REMOVAL OF TREES

**Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure, replacement trees must be planted.**

###### **NMA/2025/00566 Farnham Bourne**

Officer: Ninto Joy

2 BAT AND BALL LANE, FARNHAM GU10 4RA

Amendment to WA/2024/01737 to alter condition 4 to install new windows with clear glass panes and aluminium frames at the front of the property and to use aluminium frames for the windows & doors at the rear.

**No comment.**

###### **TM/2025/00539 Farnham Bourne**

Officer: Alex Needs

OAKLEY LODGE, 10 BURNT HILL ROAD, WRECCLESHAM, FARNHAM GU10 4RZ

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA266

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

###### **TM/2025/00555 Farnham Bourne**

Officer: Alex Needs

12 AVELEY LANE, FARNHAM GU9 8PW

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER FAR107

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

###### **WA/2025/00521 Farnham Bourne**

Officer: Dana Nickson

61 FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3HL

Change of use of Class E ground floor to residential accommodation combined with existing first floor flat to create a two storey dwelling.

**No comment.**

###### **WA/2025/00526 Farnham Bourne**

Officer: Ninto Joy

PINE BROW, 5 CLUMPS ROAD, LOWER BOURNE, FARNHAM GU10 3HF

Certificate of Lawfulness under Section 192 for erection of a detached garage/store following demolition of existing outbuilding.

**No comment.**

**WA/2025/00561 Farnham Bourne**

Officer: Justin Bramley

WOODTHORPE, 30F FRENHAM VALE, LOWER BOURNE, FARNHAM GU10 3HT

Certificate of Lawfulness under Section 192 for the erection of an outbuilding.

**No comment.**

**Farnham Castle**

**CA/2025/00580 Farnham Castle**

Officer: Theo Dyer

LONGACRE, LONG GARDEN WALK WEST, FARNHAM GU9 7HX

FARNHAM CONSERVATION AREA REMOVAL OF TREES

**Farnham Town Council leaves to the Arboricultural Officer.**

**WA/2025/00569 Farnham Castle**

Officer: Dana Nickson

9 UPPER SOUTH VIEW, FARNHAM GU9 7JW

Erection of a dwelling and associated works.

**Farnham Town Council maintains its concerns to the access for construction via the northern section of Upper South View, being very restrictive due to on street parking and pedestrian access to and from Farnham Park. A Condition must be included for a Construction and Transport Management Plan, with particular emphasis on the size of vehicles accessing or delivering to the site, if permission is granted. Improved planting is required on the boundary with the Grade II Listed Farnham Park. If permission is granted, a Condition must be included for the green boundary with the park to be improved and maintained to protect the Heritage Asset: policy HA1 Protection of Heritage Assets – Historic Parks and Gardens, HE9 Historic Parks and Gardens – Historic Parks and Gardens Farnham Park and HE12 Area of Historic Landscape Value – Area of Historic Landscape Value Area of Historic Landscape Value (AHLV).**

**Farnham North West**

**WA/2025/00547 Farnham North West**

Officer: Ninto Joy

BREDON, 45A CRONDALL LANE, FARNHAM GU9 7BG

Certificate of Lawfulness under Section 192 for dormer extension to provide habitable accommodation in roof space; alterations to elevations and demolition of existing glass house.

**No comment.**

**WA/2025/00557 Farnham North West**

Officer: Ninto Joy

3 FOLLY LANE SOUTH, FARNHAM GU9 0BZ

Erection of a single storey rear extension following demolition of existing conservatory.

**No comment.**

**WA/2025/00558 Farnham North West**

Officer: Justin Bramley

2 TOR ROAD, FARNHAM GU9 7BX

Erection of an extension.

**No comment.**

## **Farnham Moor Park**

### **WA/2025/00536 Farnham Moor Park**

Officer: Anna Whitty

THE SPINNEY, 17 CROOKSBURY ROAD, FARNHAM GU10 1QB

Certificate of Lawfulness under Section 192 for erection of an incidental outbuilding

**Consideration must be given to the proposal being within the Surrey Hills National Landscape.**

### **WA/2025/00576 Farnham Moor Park**

Officer: Anna Whitty

THE SPINNEY, 17 CROOKSBURY ROAD, FARNHAM GU10 1QB

Erection of a garage building following demolition of 2 outbuildings.

**Previously refused under WA/2023/02739 Two replacement outbuildings, The Spinney, 17 Crooksbury Road.**

The Officer however commented on the garage specifically in the report:

The garage building is of appropriate design and would be in keeping with the existing dwelling, featuring a half-hipped, clay tiled roof and rendered exterior. The impact of the garage building was not a refusal reason on the previous application. Whilst it is forward of the dwelling, there is no strong building line in the area, and there are other outbuildings forward of the associated dwelling within the area. The building would be screened by mature vegetation and it would not harm visual amenity or the character and appearance of the area sufficiently to justify refusal.

Consideration must be given to the proposal being within the Surrey Hills National Landscape and a condition included to retain and maintain the mature vegetation screening, to protect from visual harm on the setting.

## **Farnham Rowledge**

### **TM/2025/00538 Farnham Rowledge**

Officer: Alex Needs

SUNNY BANK HOUSE, ROCK LANE, WRECCLESHAM, FARNHAM GU10 4SY

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 30/01

**The applicant has requested advice on the replacement tree to be planted, Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

## **5. Surrey County Council Mineral, Waste, or Other Applications/Consultations**

There were none for this meeting.

## **6. Appeals Considered**

There were none for this meeting.

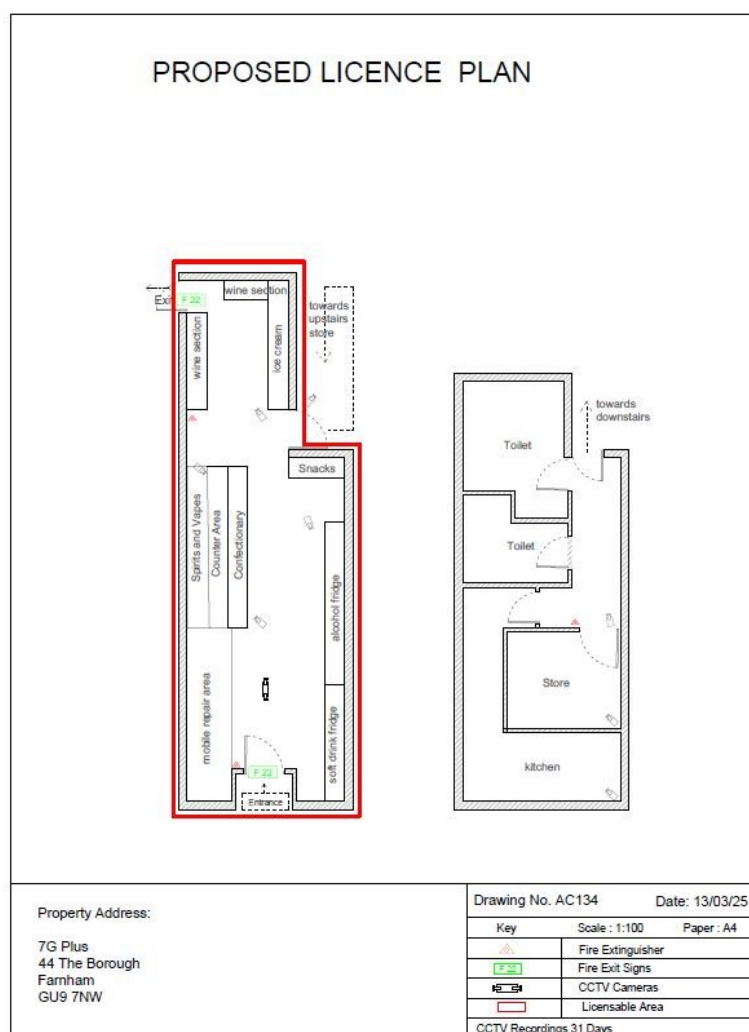
## 7. Licensing Applications Considered

### New

7G Plus, 44 The Borough, Farnham, Surrey, GU9 7NW

Mr H Khosti

An application was considered for a new premises licence. The application is for Off sales of alcohol and Opening hours 08:00-23:00 Monday to Sunday. See plan below.



**As centrally located on The Borough, Farnham Town Council requests that no rubbish or receptacles for rubbish or recycling be left to the front of 44 The Borough and that deliveries and refuse collections for 7G Plus must not be between the hours of 08.00 and 18.00, utilising appropriate delivery bays OR rear access if available, to avoid public nuisance such as litter, obstacles and obstructions in the footway or carriageway.**

### Street Trading Application

Waverley Borough Council is currently in receipt of a renewal application for a Street Trading Consent from an existing trader. The application is for a mobile food operator called '**Smiths Sizzle Shack**' to continue to trade from Farnham Trading Estate between the hours of 06:00 and 16:00 Monday to Friday.

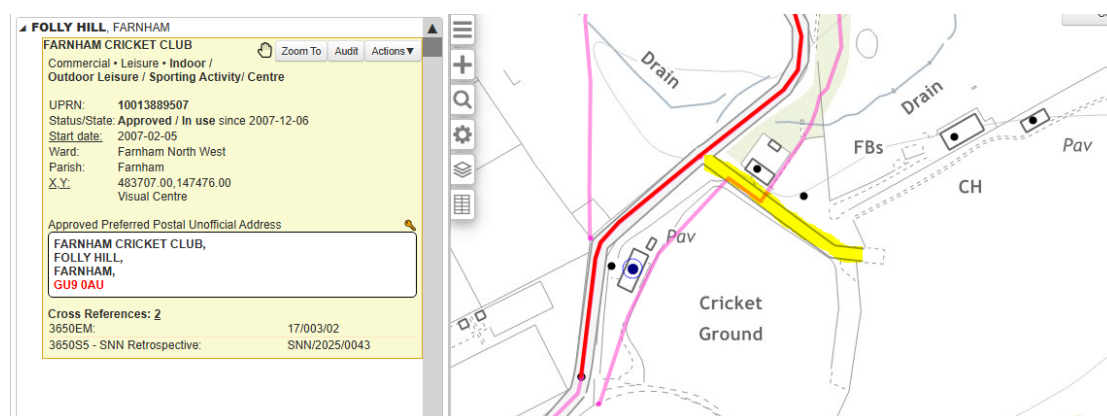
**No comment.**

## 8. Waverley Borough Council Street Naming Applications Considered

### Pre-application consultation

The Address Team has received a request to name the track leading to Farnham Park after Graham Thorpe. They suggested possibly Thorpe Lane and wanted to get Farnham Town Council's view on this before an official consultation.

Location of track highlighted below:



The group discussed that Graham Thorpe's full name should be used to honour the late cricketer who started out at Farnham Cricket Club.

Farnham Town Council requested **GRAHAM THORPE DRIVE**.

An official Waverley Borough Council street naming consultation will follow.

## 9. Public Speaking at Waverley's Planning Committee, Inquiries or Hearings

There were none for this meeting.

## 10. Date of next meeting

Due to the bank holiday on 21<sup>st</sup> April, the next meeting is on Monday 28<sup>th</sup> April 2025 at 9.30am.

The meeting ended at 11.13 am

Notes written by Jenny de Quervain

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# FARNHAM TOWN COUNCIL

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## Notes

### Planning & Licensing Consultative Working Group

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#### Time and date

9.30 am on Monday 28th April, 2025

#### Place

Council Chamber, Farnham Town Council, South Street, Farnham GU9 7RN

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#### Planning & Licensing Consultative Working Group Members Present:

Councillor Andrew Laughton (Lead Member)  
Councillor David Beaman  
Councillor Graham White  
Councillor Alan Earwaker (Observer)

Officers: Jenny de Quervain

#### 1. Apologies for Absence

Apologies were received from Councillors Hesse, Mauluka, Merryweather, Murray and Woodhouse.

#### 2. Disclosure of Interests

The officer declared a non pecuniary interest to WA/2025/00636. The applicant is known to the officer but the officer was unaware of the application.

#### 3. Applications Considered for Key/Larger Developments

##### **Farnham Castle**

##### **WA/2025/00595 Farnham Castle**

Officer: Tajinder Rehal

THE COURTYARD, 17 WEST STREET, FARNHAM

Application under Section 73 to vary condition 2 of WA/2024/01007 (approved plans) to allow the removal and replacement of the western wall adjoining Kingham Place.

**Farnham Town Council maintains its previous comments that the wall must be dismantled rather than demolished, with bricks being reused, if possible, along with reclaimed bricks and traditional lime mortar, appropriate for the rebuilding of this substantial wall in the setting of the Town Centre Conservation Area.**

The resident's amenity at no. 11 Kingham Place must be protected when the works are taking place with appropriate screened Heras fencing. Shrubs and other planting must be protected and/or replaced if damaged. An agreed timescale for the works should be negotiated with the residents of no. 11 Kingham Place to minimise disruption to their amenity.

**WA/2025/00653 Farnham Castle**

Officer: Alistair de Joux

STORE (HARTS YARD), 114A WEST STREET, FARNHAM GU9 7HH

Application under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to vary Condition 1 (approved plans), vary/remove Condition 3 (construction above damp course level and materials as development has commenced) of WA/2023/02748 and discharge of Condition 4 (terrace screens).

**No comment.**

**Farnham North West**

**NMA/2025/00740 Farnham North West**

Officer: Russell Brown

LAND AT COXBRIDGE FARM, WEST STREET, FARNHAM GU9 7AS

Amendment to WA/2024/00599 to external finishes plan under condition 1; as well as changing two brick types and a grey roof tile to similar shades and a direct replacement respectively.

**This application offers two different bricks reviewed and agreed with the planning officer. No comment.**

**4. Applications Considered**

**Farnham Bourne**

**CA/2025/00689 Farnham Bourne**

Officer: Theo Dyer

MAVINS COURT, 4 GREENHILL ROAD, FARNHAM GU9 8JN

GREAT AUSTINS CONSERVATION AREA REMOVAL OF TREES

**Farnham Town Council leaves to the Arboricultural Officer.**

**Bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**NMA/2025/00616 Farnham Bourne**

Officer: Dana Nickson

EDGEBOROUGH SCHOOL, FRENHAM ROAD, FRENHAM, FARNHAM GU10 3AH

Amendment to WA/2024/02277 to amend the approved tree protection measures.

**No comment.**

**NMA/2025/00644 Farnham Bourne**

Officer: Sam Wallis

15 LONGDOWN ROAD, LOWER BOURNE, FARNHAM GU10 3JU

Amendment to WA/2022/01353 - alteration to pitch of the roof, the raising of the rear roof on the approved scheme, change in size of fenestration, render to the lower section below window on existing ground floor

**No comment.**



**TM/2025/00608 Farnham Bourne**

Officer: Alex Needs

6 ELDON DRIVE, LOWER BOURNE, FARNHAM GU10 3JE

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 02/00

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2025/00669 Farnham Bourne**

Officer: Alex Needs

17 BURNT HILL WAY, WRECCLESHAM, FARNHAM GU10 4RN

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 22/10

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2025/00671 Farnham Bourne**

Officer: Alex Needs

6 VALE WOOD DRIVE, LOWER BOURNE, FARNHAM GU10 3HW

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 26/05

**The applicant has requested advice on the replacement tree to be planted, Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**WA/2025/00642 Farnham Bourne**

Officer: Anna Whitty

53A FRENHAM ROAD, LOWER BOURNE, FARNHAM GU10 3QE

Erection of extensions and alterations including new porch and a detached garage following demolition of existing detached garage and extensions; erection of access gates and associated driveway works.

**No comment.**

**Farnham Castle**

**PRA/2025/00589 Farnham Castle**

Officer: Anna Whitty

13 FERNS MEAD, FARNHAM GU9 7XP

Erection of a single storey rear extension which would extend 3.36 m beyond the rear wall of the original house for which the height would be 3.50 m and for which the height of the eaves would be 2.60 m.

**No comment.**

**WA/2025/00662 Farnham Castle**

Officer: Justin Bramley

9 ST GEORGES MEWS, FARNHAM GU9 7LX

Certificate of Lawfulness under Section 192 for replacement uPVC sash windows with no changes to size of openings.

**Considered must be given to materials being appropriate for the Town Centre Conservation Area.**

**WA/2025/00677 Farnham Castle**

Officer: Matt Ayscough

3 WYKEHAM ROAD, FARNHAM GU9 7JR

Erection of single storey extension and alterations.

**No comment.**

**WA/2025/00711 Farnham Castle**

Officer: Lauren Kitson

39 and 40 DOWNING STREET, FARNHAM GU9 7PH

Alterations and repairs to shopfront and fenestrations with installation of dormer and conservation rooflights and replacement flat roof.

**No comment.**

**WA/2025/00712 Farnham Castle**

Officer: Lauren Kitson

39 and 40 DOWNING STREET, FARNHAM GU9 7PH

Listed Building Consent for internal and external alterations and repairs.

**No comment.**

**Farnham Firgrove**

**TM/2025/00670 Farnham Firgrove**

Officer: Alex Needs

20 LYNTON CLOSE, FARNHAM GU9 8US

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER WA300

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**WA/2025/00588 Farnham Firgrove**

Officer: Justin Bramley

6 SOUTHERN WAY, FARNHAM GU9 8DF

Application under Section 73 to vary condition 2 of WA/2025/00010 (approved plans) to allow an increase to the height of the single storey extension including alterations to windows and a reduction in window sizes in the 2 storey extension.

**No comment.**

**WA/2025/00621 Farnham Firgrove**

Officer: Ninto Joy

25 SHORTEATH CREST, FARNHAM GU9 8SA

Erection of a single storey extension following demolition of existing conservatory.

**No comment.**

**WA/2025/00720 Farnham Firgrove**

Officer: Anna Whitty

MUNCASTER LODGE, 3 HILLARY CLOSE, FARNHAM GU9 8QZ

Erection of extensions and alterations to bungalow to form a two storey dwelling.

**No comment.**

**WA/2025/00733 Farnham Firgrove**

Officer: Ninto Joy

12 ARTHUR CLOSE, FARNHAM GU9 8PE

Erection of trellis to existing rear boundary fence.

**No comment.**

**Farnham Moor Park****TM/2025/00635 Farnham Moor Park**

Officer: Alex Needs

WEYHILL, 63 OLD COMPTON LANE, FARNHAM GU9 8EG

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER 08/15

**Farnham Town Council leaves to the Arboricultural Officer.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**WA/2025/00639 Farnham Moor Park**

Officer: Anna Whitty

151 LOWER WEYBOURNE LANE, BADSHOT LEA, FARNHAM GU9 9LL

Erection of a single storey extension.

**No comment.**

**WA/2025/00697 Farnham Moor Park**

Officer: Justin Bramley

4 WAVERLEY LANE, FARNHAM GU9 8BQ

Erection of a single storey extension.

**No comment.**

**WA/2025/00713 Farnham Moor Park**

Officer: Justin Bramley

92 LOWER WEYBOURNE LANE, BADSHOT LEA, FARNHAM GU9 9LG

Erection of single storey extension and alterations to elevations; erection of attached garage/store with associated works.

**The application site is very prominent on a corner plot at the junction of Lower Weybourne Lane and Rankin Close. Farnham Town Council cannot see a plan of how vehicles access the parking area or the proposed garage. Highway and pedestrian safety must be considered.**

## **Farnham North West**

### **TM/2025/00638 Farnham North West**

Officer: Alex Needs

19 HEATHYFIELDS ROAD, FARNHAM GU9 0BW

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 23/08

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

### **WA/2025/00636 Farnham North West**

Officer: Dana Nickson

STAFFORD LODGE, BEAVERS HILL, FARNHAM GU9 7DF

Erection of a detached garage with associated hard landscaping.

**No comment.**

### **WA/2025/00654 Farnham North West**

Officer: Anna Whitty

1 OLD KNOWLE SQUARE, FARNHAM GU9 0EZ

Erection of a porch to dwelling; extensions and alterations to existing detached carport to provide an enclosed garage with attached carport.

**The History and Constraints document is missing from the application. It should be noted that the development was allowed at appeal under WA/2017/0137.**

**Farnham Town Council objects to the proposed conversion of the car port to an enclosed garage and proposed adjoining two bay car port. This will create additional built form in a prominent position when entering the open 'square' within the development, negatively impacting its character. The development was intentionally designed with open car ports, not enclosed garages, to emphasise the character of barn-style dwellings in what was previously an equestrian yard. Conditions were included to maintain the space laid out within the site.**

### **WA/2025/00663 Farnham North West**

Officer: Anna Whitty

26 WEST END GROVE, FARNHAM GU9 7EG

Erection of extensions and alterations following demolition of existing garage.

**Farnham Town Council raises concern about the impact on the neighbour's amenity at no. 24, given the vicinity of the extensions to the boundary – the two storey extension should be an appropriate distance from the boundary with the neighbour, not the neighbour's wall.**

### **WA/2025/00680 Farnham North West**

Officer: Anna Whitty

27 MARSTON ROAD, FARNHAM GU9 7BN

Erection of extensions and alterations including covered porch together with associated works.

**No comment.**

**WA/2025/00695 Farnham North West**

Officer: Ninto Joy

20 HAZELL ROAD, FARNHAM GU9 7BW

Erection of ground floor and first floor extensions and alterations to part of attached garage to provide habitable accommodation.

**No comment.**

**Farnham Rowledge**

**TM/2025/00604 Farnham Rowledge**

Officer: Alex Needs

11 GREYSTEAD PARK, WRECCLESHAM, FARNHAM GU10 4NB

APPLICATION FOR WORKS TO AND REMOVAL OF TREES SUBJECT OF TREE PRESERVATION ORDER

**The applicant has requested advice on the replacement trees to be planted, Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2025/00607 Farnham Rowledge**

Officer: Alex Needs

LITTLE ROWLEDGE HOUSE, 24 ROSEMARY LANE, ROWLEDGE, FARNHAM GU10 4DD

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER 12/13

**The applicant has requested advice on the replacement tree to be planted, Farnham Town Council leaves to the Arboricultural Officer. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2025/00637 Farnham Rowledge**

Officer: Theo Dyer

LAND BETWEEN MEADOW WAY AND MAYFIELD, ROWLEDGE, FARNHAM GU10 4DY

APPLICATION FOR WORKS TO TREES SUBJECT OF TREE PRESERVATION ORDER 47/99

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPPI policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**TM/2025/00666 Farnham Rowledge**

Officer: Alex Needs

36 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4RJ

APPLICATION FOR WORKS TO TREE SUBJECT OF TREE PRESERVATION ORDER 18/99

**Farnham Town Council, subject to the Arboricultural Officer's comments, welcomes the maintenance of trees to extend their life and associated amenity. In response to a climate emergency, it is vital to retain green infrastructure in line with LPP1 policy CCI Climate Change and NE2 Green and Blue Infrastructure.**

**Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.**

**WA/2025/00599 Farnham Rowledge**

Officer: Dana Nickson

LAND WEST OF FORMER CHERRY TREE INN, SCHOOL ROAD, ROWLEDGE, FARNHAM  
Application under Section 73 to vary condition 2 of WA/2024/02224 (approved plans) to allow alterations to the fenestration on the south, east and north elevations including alterations to porch and internal layout.

**No comment.**

**WA/2025/00631 Farnham Rowledge**

Officer: Justin Bramley

CORNERWAYS, THE LONG ROAD, ROWLEDGE, FARNHAM GU10 4DH

Erection of a detached garage/store with habitable accommodation above.

**Farnham Town Council seeks clarification as to how the garaged is accessed by a vehicle as the opening appears to be on the northeast elevation – labelled on plans as northwest elevations.**

**The garage building is to the front of the building line, contrary to Residential Extensions SPD. If permission is granted, a condition must be included to retain and maintain the green boundary to protect the character of the area and The Long Road.**

**WA/2025/00721 Farnham Rowledge**

Officer: Ninto Joy

PATCHES, 39 SANDROCK HILL ROAD, WRECCLESHAM, FARNHAM GU10 4SU

Erection of an extension.

**No comment.**

**WA/2025/00723 Farnham Rowledge**

Officer: Matt Ayscough

6 QUENNELLS HILL, WRECCLESHAM, FARNHAM GU10 4ND

Erection of two storey extension to create a self contained annex following demolition of existing integral garage.

**No comment.**

**WA/2025/00724 Farnham Rowledge**

Officer: Justin Bramley

ECHO BARN, 33 ECHO BARN LANE, WRECCLESHAM, FARNHAM GU10 4NG

Erection of a detached garage.

**Farnham Town Council notes that proposed garage building is to the front of the building line, contrary to Residential Extensions SPD. If permission is granted, a condition must be included to retain and maintain the green boundary to protect the character of the area and Echo Barn Lane.**

## **Farnham Weybourne**

### **TM/2025/00732 Farnham Weybourne**

Officer: Alex Needs

WOODLAND BEHIND, HALE PLACE, FARNHAM GU9 9BJ

APPLICATION FOR REMOVAL OF TREE SUBJECT OF TREE PRESERVATION ORDER FAR38

**Farnham Town Council leaves to the Arboricultural Officer.**

Though more relevant to hedge cutting, the bird nesting season is generally March to August – checking for active nests is essential, prior to cutting and pruning during this period.

## **5. Surrey County Council Mineral, Waste, or Other Applications/Consultations**

### **Guildford Borough Council**

#### **Amendments received**

##### **23/P/01831**

Fuel Station, Blackwater Valley Road, Tongham, Guildford, GU10 1FP

Erection of a freestanding Restaurant with drive thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD) and a play frame. (amended description 28.11.23) (amended plans received 10 December 2024, updated layout plans showing additional bay at drive thru lane and updated floor plan annotating courier door, and additional ecology and highway information)(amended red edge and additional ecological and drainage information 10.04.25).

**Farnham Town Council maintains its objection to the proposed McDonald's fast-food restaurant and drive-thru at Fuel Station, Blackwater Valley Road, Tongham, Guildford, GU10 1FP.**

**Farnham Town Council notes new evidence has been provided identifying the presence of water voles on the Blackwater River, either side of where surface water discharge is proposed. Consultation with Surrey Wildlife Trust and Surrey County Council's Ecology Team is vital.**

**Farnham Town Council objects to the potential harm to Tice's Meadow Nature Reserve. The application is at odds with the designation of Site of Nature Conservation Interest (SNCI). The environmental and ecological damage must be considered.**

**Litter will have a negative impact, not only on the site but for miles around, having a negative visual impact and a negative impact on the environment. The management of litter is proposed as staff litter picking within a radius of the site. This will be a danger to the life of the staff.**

**It is proposed that staff can access the site on foot or cycle to work. Pedestrian and cyclists accessing the site will have to negotiate the busy roundabout at the junction of the A331 and A31, towards the M3, Guildford and Farnham.**

**A new residential development has also been built between the A331 and A31 at this junction. Safe pedestrian access to the site is essential, along with improvements to the road infrastructure at the roundabout.**

**This application must be determined alongside 23/P/01823, 23/P/01824 and 23/P/01826 to fully understand the impact from the proposed development of the**

**buildings, layout of vehicle and pedestrian infrastructure, play area, illuminated signage and 7m high totem.**

**6. Appeals Considered**

There were none for this meeting.

**7. Licensing Applications Considered**

**Street Trading Applications Considered**

**Whippy King**

Waverley Borough Council is currently in receipt of an application for a Street Trading Consent from Whippy King Ices operating in the Waverley area, March to November, 7 days a week.

**Farnham Town Council requests that Whippy King does not operate in the town centre or neighbourhood centres where other businesses may already sell similar products, see Farnham Neighbourhood Plan Map O. The operatives must adhere to the rules of the Highway Code and ensure the safety of pedestrians and highway users.**

**Street Trading Renewal Application Considered**

**Best Farnham Kebab**

Waverley Borough Council is currently in receipt of an application for the renewal of a Street Trading Consent for a mobile food unit called 'Best Farnham Kebab' to trade from Long Garden Way, Farnham. Monday-Thursday 16:00 – 23:00 hours and Friday and Saturday 16:00 – 01:00 hours.

**Farnham Town Council, as with Surrey County Council, expects the parking fee to be paid for the bays used by the mobile food unit between the hours 16.00-18.00.**

**8. Waverley Borough Council Street Naming Applications Considered**

**STREET NAMING APPLICATION SNN/2024/0154 – LAND AT COXBRIDGE FARM, WEST STREET, FARNHAM, GU9 7AS**

The names considered for the new roads were:

**ROAD 1 WAXWING WAY**

**ROAD 2 KESTREL DRIVE**

**ROAD 3 JACKDAW CLOSE**

**ROAD 4 WREN GARDENS**

**ROAD 5 SISKIN ROAD**

**ROAD 6 CHAFFINCH PLACE**

**ROAD 7 DUNNOCK GARDENS**

**ROAD 8 WAGTAIL DRIVE**

**ROAD 9 YELLOWHAMMER CLOSE**

**Farnham Town Council has worked closely with local residents and community groups to source names relevant to the site and acceptable to the developer and Waverley's Street Naming and Numbering policy. The developer was keen to utilise bird names of those previously seen on the site and in the Farnham area.**



**Farnham Town Council requests an alternative suffix for ROAD 5 SISKIN ROAD as this is a non-through road not a thoroughfare, as per Waverley's Street Naming and Numbering policy. Perhaps Siskin Close.**

**It is noted that three additional street names will be required at a later date.**

**9. Public Speaking at Waverley's Planning Committee, Inquiries or Hearings**

Details of the agenda for Waverley's Planning Committee still to be advised.

**10. Date of next meeting**

Monday 12<sup>th</sup> May 2025 at 9.30am.

The meeting ended at 10.26 am

Notes written by Jenny de Quervain

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## FARNHAM TOWN COUNCIL



### Report Full Council

25 April 2025

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#### **Election of Working Groups and representatives to External Bodies 2025/26**

- 1 Councillors have identified preferences for the Working Groups for 2025/26 in accordance with Standing Order 15. These are attached at Annex 1, in order of preference for each Working Group as indicated by each councillor.
- 2 Some councillors expressed a preference for only the Working Groups for which they were interested, some have expressed an interest in maintaining the groups they were on in 2024/25 whilst others have given a priority listing for all the Working Groups. This does not mean they are expected to serve on every Working Group and may wish not to take up a provisional allocation as the workload would be high.
- 3 Standing Order 15.1 f states that the overall membership of the Working Groups will reflect as closely as possible the political make-up of the Council with the intention that as broad a range of councillors as possible is represented. By convention, the Mayor is not appointed to Working Groups and can attend any Group ex-officio.
- 4 If the recommendation from Strategy & Resources to create a Community & Well-being Working Groups is agreed, there are four Working Groups plus three Standing Task Groups (HR Panel, Younger People Panel and Services to Farnham Awards Group) and the Planning and Licensing Consultative Group. Standing Order 15 f suggests (not mandatory) how places are to be allocated to ensure that those who are not members of the majority group are fairly represented. Council agreed during the year to reinstate the sixth member of each Working groups to facilitate quorate meetings. As such, with currently 2 out of 16 councillors, those who are not part of the majority group should have as a priority [at least] 12.5% of the available places or three places between the four Working Groups and representation on the Panels and Task Groups where possible. In practice, the Council has normally chosen councillors willing to serve rather than managing places proportionately. If a Task Group has more councillors wishing to serve than places available one place will be prioritised for a councillor not part of the majority group.
- 5 Councillors are invited to opt for or nominate for the remaining places, or withdraw if this is appropriate where there are more places than candidates. If there are more candidates than places available an election will take place for the vacant places only.
- 6 If a councillor wishes to fill a vacancy, this will still be considered by Council so that any further late additions may also be considered. In determining vacancies, the intention is usually to avoid overloading individual councillors with too many groups, and allow for as many councillors as possible to be part of Task Groups or Working Groups.

- 7 As a reminder, Lead Members of the Environment Community & Wellbeing and Culture and Business Working Groups are also Members of Strategy & Resources ex officio if not previously appointed.

### **Working Groups**

- 8 In relation to Working Groups the following expressions of interest were received.
- Community & Wellbeing Working Group** – Seven preferences for six places. The first six highest preferences (Cllrs Earwaker, Jackman, Mauluka, Brown, Woodhouse and Laughton) would be deemed elected unless anyone withdrew. Cllr White not elected.
- Culture & Business Working Group.** There are nine preferences for six places. The six highest preferences are deemed elected. (Cllr Alan Earwaker, Cllr Andrew Laughton Cllr Michaela Martin, Cllr Brodie Mauluka, Cllr Kika Mirylees and Cllr Graham White) Cllrs Brown, Jackman, and Woodhouse are not elected.
- Environment Working Group** – There are six preferences for six places. All are deemed elected (Cllrs Brown, Earwaker, Jackman, Merryweather, White and Woodhouse.)

### **Recommendation: It is recommended that**

- 1) **Council endorse the proposed membership of the Community & Wellbeing Working Group, the Culture and Business Working Group and the Environment Working Group**
- 2) **Council be adjourned so that the three Lead Members can be elected to confirm who will be on Strategy & Resources ex-officio.**

### **9 Strategy & Resources**

Seven councillors expressed an interest for the six places on the Strategy & Resources Working Group, three of whom (Cllrs Beaman, Fairclough, Hesse, Martin, and White) put the Working Group as a first preference. In accordance with Standing orders, Cllr Brown as the non-majority group councillor representative would be deemed appointed along with the five 1<sup>st</sup> preferences. However if any of the councillors were appointed as a Working Group Lead Member he or she would be appointed ex officio as Lead member and the next highest preference would then be elected (eg Cllr Laughton) until all places were filled.

- 10 **Planning & Licensing Consultative Group** – Seven councillors have expressed a preference for the eight places available. These are Cllr Merryweather (Badshot Lea and Moor Park), Cllr Earwaker (Castle), Cllr Beaman and Cllr White (North West), Cllr Mauluka (Shortheath and Firgrove), Cllr Laughton (Weybourne) and Cllr Woodhouse (Wrecclesham & Rowledge)..

This means there are vacancies for The Bourne and Hale & Heath End). The aim is, if possible, to have one councillor from each ward. Council may wish to appoint the seven councillors who have expressed a preference to be on the Consultative Group or elect one councillor per ward. In any event, all councillors are requested to review applications in their own wards and feed in to the fortnightly meetings.

### **Panels**

- 11 **HR Panel** – There are seven preferences for six places. These are Cllrs Beaman, Brown, Jackman, Laughton, Ward, White, Woodhouse. (The HR Panel has previously requested that the panel (as far as possible) retains consistency during the life of the Council. However in terms of preferences, Cllrs Beaman Brown and Ward made the Panel their first preference and would be deemed elected, and there would be a vote for the remaining three places from the four councillors who made the HR Panel their second preference (Cllrs Jackman, Laughton, White & Woodhouse).
- 12 **Services to Farnham Awards Panel.** The Panel meets to agree awards and to review nominations to external Trusts (such as the Dempster Trust, the Isabella Schroder Trust, and

the Farnham Parochial Charity) as and when vacancies occur for which the Council is to make appointments. It also considers nominations for other awards (such as national honours and names to be added to the Notable names of Farnham.

The Mayor and Deputy Mayor are ex-officio members and there are places for two other councillors (normally). There is also provision for an additional independent community representative.

Preferences have been received from four councillors. Cllrs Jackman and Mirylees made the Panel their first preference and would be deemed elected. Cllrs Brown, Laughton, and Woodhouse. Cllrs Woodhouse and Brown would not be elected.

### **Younger People Panel**

The Younger People Panel meets in two modes, one with just councillors, and one with a wider group of organisations who support younger people.

There are seven members for six places with Cllrs Earwaker, Laughton, Mauluka, Woodhouse and White making it their first preference and Cllr Brown his second preference. As such these would be deemed to be appointed with Cllr Jackman not being elected..

### **Task Groups**

- 13 All Task Groups cease at the end of a Council year. Council needs to confirm if the Task Groups are to be reconvened. At Strategy & Resources, along with the additional Community and Well-being Working Group it was agreed to make the Task Groups more streamlined and be more clearly linked to the work of the appropriate Working Group. It was also agreed that the Infrastructure Planning Group, Neighbourhood Plan and CIL activities would be grouped together and include the Farnham Infrastructure Programme as it was at implementation stage. As usual, any relevant matters would be discussed at the next appropriate Working Group, avoiding the need for additional Task Group meetings unless detailed discussion were required.

Continuing Task Groups need a formal resolution to be re-established.

**It is recommended that the following Task Groups be re-established as there is work to be done:**

- **Allotments Advisory Group**
- **Assets Task Group**
- **Infrastructure Task Group (including the Neighbourhood Plan, Farnham Infrastructure Programme and Community Infrastructure Levy**
- **Literary Festival Advisory Group (with external involvement)**
- **Local Government Reorganisation Task Group**
- **World Craft Town Advisory Group (with external involvement)**

Subject to Council's decision on Task Groups, the appointment to Task Groups will need to be agreed. In accordance with Standing Order 15 (f) membership of task groups does not need to conform to the political make-up of the council although in practice there should always be a space for the non-majority group on each Task Group. Other people outside the Council can be appointed to or co-opted onto Task Groups.

- 14 Subject to the decision on paragraph 13:
- **The Assets Task Group** has seven councillors for five places. There are five first preferences and one second preferences meaning Cllrs Fairclough, Jackman, Mirylees and Woodhouse would be deemed elected. Cllr White and Cllr Brown who made it their second preference and Cllr Martin (third) would not be elected.
  - **Literary Festival Advisory Group.** There are five councillors for three places. Cllrs Laughton, and Mirylees included this in their top two priority preferences and as such are deemed appointed with Cllrs Jackman deemed appointed with his third preference. Cllrs

Brown and Woodhouse would not be elected. The Group is supplemented by external organisations.

- **The Infrastructure Planning (including Neighbourhood Plan, CIL and Farnham Infrastructure Programme) Task Group** has three first priority preferences for the five places (Cllrs Beaman, Martin, and White) with Cllr Merryweather and Cllr Hesse making it their second preference. All would be deemed elected with the Cllr Fairclough, Woodhouse (third preference), Cllr Jackman (fourth) and Brown (fifth preference) not elected.
- **The Local Government Reorganisation Task Group.** There are eight councillors interested in the six places available. Cllrs Merryweather, Beaman, Martin and Woodhouse have it as a first or second preference and would be deemed elected. Cllrs Brown, Mirylees and White have it as a third preference and there needs to be an election to appoint two of the three. Cllr Jackman as a fifth preference would not be elected.
- **The Allotment Advisory Group.** There are three councillors interested in the two places available. Cllr Brown and Cllr Jackman would be deemed elected and Cllr Woodhouse not elected.
- **World Craft Town Advisory Group.** There are six councillors interested in the two places available. Cllr Mauluka and Laughton have it as their first and second preference and Cllr Woodhouse has it as a third preference and these would be deemed elected. Cllr Mirylees has it as a fourth preference and Cllrs Brown and Jackman have it as a sixth preference and would not be elected.

Annex I has the proposals for each Task Group for consideration by Council.

### **Recommendation**

**It is recommended that:**

- 1) the candidates for the **Strategy & Resources Working Group** be appointed as set out in Annex I along with any additional councillors to fill the remaining vacancies as set out in paragraph 8 above;
- 2) Council determine if the councillors willing to be on the **Planning and Licensing Consultative Group** be appointed or whether one councillor per ward is appointed;
- 3) Council determines the membership of Task Groups, Panels and Advisory Groups as set out above and in Annex I.

**OPTIONS FOR WORKING GROUPS  
PANELS AND TASK GROUPS 2025-2026**

<b>Working Group</b>	<b>Membership 2024-25</b>	<b>Preferences</b>
<b>Strategy &amp; Resources Working Group</b>  <b>(6 members plus Lead Members from working groups not already appointed to this Working Group)</b>  <b>Proposed meeting time Mondays at 2pm</b>	Cllr David Beaman Cllr Tony Fairclough Cllr Andrew Laughton Cllr Michaela Martin Cllr George Murray Cllr Graham White  *Cllr Mat Brown *Cllr Kika Mirylees (Lead Member - ex officio)	Cllr David Beaman 1 Cllr Tony Fairclough 1 Cllr George Hesse 1 Cllr Michaela Martin 1 Cllr Graham White 1 Cllr Andrew Laughton 2 Cllr Mat Brown 3 Cllr Alan Earwaker 4 Cllr Tim Woodhouse 4
<b>Community &amp; Wellbeing Working Group*</b> <b>(6 members)</b>  <b>Proposed meeting time Thursdays at 4pm</b>	<b>NB NEW WORKING GROUP for 2025/26</b>	Cllr Alan Earwaker 1 Cllr Chris Jackman 1 Cllr Brodie Mauluka 1 Cllr Mat Brown 2 Cllr Tim Woodhouse 2 Cllr Andrew Laughton 3 Cllr Graham White 4
<b>Culture &amp; Business Working Group</b> <b>(6 members)</b> <b>Proposed meeting time Thursdays at 10.00am</b>	<b>Cllr Kika Mirylees (Lead Member)</b> Cllr Sally Dickson Cllr Alan Earwaker Cllr Andrew Laughton Cllr Michaela Martin Cllr Graham White	Cllr Andrew Laughton 1 Cllr Kika Mirylees 1 Cllr Alan Earwaker 2 Cllr Michaela Martin 2 Cllr Brodie Mauluka 2 Cllr Graham White 2 Cllr Tim Woodhouse 3 Cllr Chris Jackman 3 Cllr Mat Brown 4
<b>Environment Working Group</b> <b>(6 members)</b>  <b>Proposed meeting time Thursdays at 4pm</b>	<b>Cllr Mat Brown (Lead Member)</b> Cllr Alan Earwaker Cllr George Hesse Cllr Chris Jackman Cllr Mark Merryweather Cllr Tim Woodhouse	Cllr Mat Brown 1 Cllr Mark Merryweather Cllr Tim Woodhouse 1 Cllr Chris Jackman 2 Cllr Alan Earwaker 3 Cllr Graham White 3

<p><b>Planning &amp; Licensing Consultative Group</b>  <b>(8 members – to include one from each ward)</b></p> <p>All councillors are requested to review application in their own ward and advise of any issues/concerns</p> <p><b>Meets alternate Mondays at 9.30am</b></p> <p><b>Not yet represented</b>  Hale &amp; Heath End, The Bourne.</p>	<p>Cllr Andrew Laughton  Cllr David Beaman  Cllr Tony Fairclough  Cllr George Hesse  Cllr Brodie Mauluka  Cllr Mark Merryweather  Cllr George Murray)  Cllr Graham White  Cllr Tim Woodhouse (</p>	<p>Cllr David Beaman  Cllr Alan Earwaker  Cllr Andrew Laughton  Cllr Brodie Mauluka  Cllr Mark Merryweather  Cllr Graham White  Cllr Tim Woodhouse</p> <p>Councillors decline:  Cllr Mat Brown; Cllr Sally Dickson, Cllr Tony Fairclough; Cllr George Hesse; Cllr Chris Jackman; Cllr Michaela Martin; Cllr John Ward</p>
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## STANDING PANELS 2025/26

Standing Panels continue

Standing Panels	Membership 2024/25	Preference for 2025/26
<b>HR Panel</b> (Task Group of but may go direct to Council) <b>(6 Members)</b> <i>The preference is that the Panel remain as consistent as possible for the four-year term of the Council</i>	Cllr Mat Brown Cllr Chris Jackman Cllr Andrew Laughton Cllr Graham White Cllr John Ward Cllr Tim Woodhouse	Cllr David Beaman 1 Cllr Mat Brown 1 Cllr John Ward 1 Cllr Chris Jackman 2 Cllr Andrew Laughton 2 Cllr Graham White 2 Cllr Tim Woodhouse 2
<b>Services to Farnham Awards Panel</b> (Task Group of Council) <b>(Normally 5 members)</b> <i>Meets twice a year or as required</i>	Mayor Deputy Mayor Cllr Chris Jackman Cllr Tim Woodhouse *Tindle Newspaper representative if required *Community Representative (tbc))	Cllr Chris Jackman 1 Cllr Kika Mirylees 1 Cllr Tim Woodhouse 2 Cllr Mat Brown 3
<b>Younger People Panel</b> (Task Group of Community & Wellbeing) <b>(6 members)</b> With additional wider meetings comprising partner organisations.	Cllr Mat Brown Cllr Alan Earwaker Cllr Chris Jackman Cllr Andrew Laughton George Murray Cllr Graham White Cllr Tim Woodhouse	Cllr Alan Earwaker 1 Cllr Andrew Laughton 1 Cllr Brodie Mauluka 1 Cllr Tim Woodhouse 1 Cllr Graham White 1 Cllr Mat Brown 2 Cllr Chris Jackman 3
<b>Liaison Councillors for Younger People Panel (expected to serve on the Panel)</b>		<b>Preference for 2025/26</b>
40 Degreez	Cllr Alan Earwaker Reserve – Cllr Andrew Laughton	Cllr Alan Earwaker 1 Cllr Andrew Laughton 1 Cllr Brodie Mauluka 1
Hale Community Centre	Cllr Graham White	Cllr Graham White 1 Cllr Tony Fairclough 1 Cllr Andrew Laughton 2
Jubilee Hub	Cllr George Murray	

## TASK GROUPS 2025/26

The Task Groups will report to their parent Working Groups and the Lead Member is proposed to be the chair ( ex-officio) of Task Groups unless another arrangement is made by the Task Group.

Task Groups	Membership 2023/24	Preferences for 2025/26
<b>Allotments Advisory Group</b> (Task Group of Environment WG)  <b>Meets 2 or 3 times a year</b> <b>(2 members with Allotment site reps)</b>	Cllr Mat Brown Cllr Chris Jackman	Cllr Mat Brown 1 Cllr Chris Jackman 2 Cllr Tim Woodhouse 3=
<b>Assets Task Group</b> (Task Group of Strategy and Resources)  <b>Meets as required</b> <b>(5 members)</b>	Cllr Graham White Cllr Mat Brown Cllr Sally Dickson Cllr Tony Fairclough Cllr Tim Woodhouse	Cllr Tim Woodhouse 1 Cllr Tony Fairclough 1 Cllr George Hesse 1 Cllr Chris Jackman 1 Cllr Kika Mirylees 1 Cllr Mat Brown 2 Cllr Graham White 2 Cllr Michaela Martin 3
<b>Literary Festival Advisory Group</b> (Task /Advisory Group of Culture & Business)  <b>(3 members with partner organisation representatives)</b>	Cllr Kika Mirylees Cllr Mark Merryweather Cllr Andrew Laughton	Cllr Andrew Laughton 2 Cllr Kika Mirylees 2 Cllr Chris Jackman 3 Cllr Mat Brown 4 Cllr Tim Woodhouse 4
<b>Local Government Reorganisation Task Group</b> (Task Group of Strategy and Resources)  <b>Meets as required</b> <b>(6 members)</b>	Cllr Graham White Cllr Matthew Brown, Cllr Alan Earwaker, Cllr George Hesse, Cllr Kika Mirylees Cllr George Murray Reserve: Cllr Andrew Laughton	Cllr Mark Merryweather 1 Cllr George Beaman 2 Cllr Michaela Martin 2 Cllr Tim Woodhouse 2 Cllr Mat Brown 3 Cllr Kika Mirylees 3 Cllr Graham White 3 Cllr Chris Jackman 5
<b>Infrastructure Task Group including Neighbourhood Plan/ Farnham Infrastructure Programme and Community Infrastructure Levy *</b> (Task Group of Strategy and Resources) <b>(5 members)</b> <b>NB 7 agreed for 2024/25</b>	Cllr David Beaman Cllr Alan Earwaker Cllr Tony Fairclough Cllr George Hesse Cllr Michaela Martin Cllr Mark Merryweather Cllr George Murray	Cllr David Beaman 1 Cllr Michaela Martin 1 Cllr Graham White 1 Cllr George Hesse 2 Cllr Mark Merryweather 2 Cllr Tony Fairclough 3 Cllr Tim Woodhouse 3= Cllr Chris Jackman 4 Cllr Mat Brown 5
<b>World Craft Town Advisory Group</b> (Task/advisory Group of Culture & Business WG)  <b>3 Members</b> with representatives of other relevant partner organisations	Cllr Kika Mirylees Cllr George Hesse	Cllr Brodie Mauluka 1 Cllr Andrew Laughton 2 Cllr Tim Woodhouse 3= Cllr Kika Mirylees 4 Cllr Mat Brown 6 Cllr Chris Jackman 6



## OUTSIDE BODIES LIAISON PREFERENCES FOR REPRESENTATIVES 2025-26

### Strategy & Resources Liaison Councillors

	2024/25 representative	Willing to be FTC liaison 2025-26 and report back to Council or Working Group
Waverley Towns and Parishes Meetings	Mayor/Leader	Mayor/Leader
Surrey Association of Local Councils (2 representatives)	Mayor/Leader	Mayor/Leader

### Culture & Business Liaison councillors

Farnham/Andernach Friendship Association	Cllr Sally Dickson Cllr Chris Jackman Cllr Brodie Mauluka	Cllr Brodie Mauluka Cllr Tim Woodhouse
Farnham Business Improvement District Board	Cllr George Murray Reserve - Cllr Andrew Laughton 6+	Cllr Tony Fairclough Cllr George Hesse Cllr Andrew Laughton Cllr Michaela Martin
Farnham Craft Town Advisory Group	Cllr George Hesse Cllr Kika Mirylees	Cllr Andrew Laughton Cllr Michaela Martin Cllr Kika Mirylees
Farnham Forum	Cllr Graham White	Cllr Mat Brown Cllr Graham White
Farnham Maltings Association	Cllr Graham White Reserve – Cllr Sally Dickson	Cllr Graham White
Farnham Public Art Trust	Cllr Sally Dickson Reserve – Cllr John Ward	Cllr John Ward
Farnham Sports Council	Cllr Tim Woodhouse Reserve – Cllr George Murray	Cllr Mat Brown Cllr Tim Woodhouse
New Ashgate Gallery	Cllr Sally Dickson	Cllr Michaela Martin

### Community & Wellbeing Liaison councillors

40 Degreez	Cllr Alan Earwaker	Cllr Mat Brown Cllr Alan Earwaker
Farnham Connects	Cllr Alan Earwaker	Cllr Alan Earwaker
Brightwells Gostrey Centre	Cllr Alan Earwaker	Cllr Alan Earwaker
Brightwells Yard CLG	Cllr Graham White Reserve – Cllr George Hesse	Cllr Graham White
Creative Response	Cllr Alan Earwaker	Cllr Alan Earwaker
Farnham Support Fund	Cllr Alan Earwaker	Cllr Alan Earwaker
Hale Community Centre	Cllr Tony Fairclough Reserve – Cllr Sally Dickson	Cllr Tony Fairclough
Jubilee Hub, Wrecclesham	Cllr George Murray	

Health liaison	Cllr Mark Merryweather Reserve - Cllr John Ward	Cllr Mark Merryweather
Wey Valley Community Rail Partnership	Cllr David Beaman	Cllr David Beaman
Wrecclesham Community Centre	Cllr Graham White Reserve – Cllr John Ward	Cllr Graham White

#### **Environment Liaison councillors**

Blackwater Valley Recreation and Countryside Management Committee/Blackwater Valley Countryside Partnership	Cllr Sally Dickson Reserve – Cllr Chris Jackman	Cllr Chris Jackman
Farnborough Aerodrome Consultative Committee	Cllr George Hesse Reserve - Cllr Andrew Laughton	Cllr Andrew Laughton
Farnham Allotment Liaison Group (2) plus site reps	Cllr Chris Jackman Cllr Mat Brown	Cllr Mat Brown Cllr Chris Jackman Cllr Tim Woodhouse
Farnham Biodiversity Partnership	Cllr Tim Woodhouse	
Farnham In Bloom Community Group	Cllr George Hesse Cllr Brodie Mauluka	Cllr Mat Brown
Farnham River Liaison Eg Rivers Management, Water Rangers, South East Rivers Trust, Wey Landscape Partnership etc	Cllr Alan Earwaker Reserve – Cllr George Murray	Cllr Mat Brown Cllr Alan Earwaker
Plastic Free Farnham	Cllr George Murray	
Runfold Quarry Community Liaison Group (Suez)	Cllr Andrew Laughton Reserve - Cllr Mark Merryweather	Cllr Michaela Martin Reserve - Cllr Mark Merryweather
Waverley Borough Council Farnham Air Quality Working Group	Cllr Andrew Laughton	Cllr Graham White

#### **Recreation Ground Committee Liaison Councillors**

Badshot Lea Recreation Ground	Cllr Chris Jackman	Cllr Chris Jackman
Bourne Recreation Ground	Cllr George Murray Reserve – Cllr Tim Woodhouse	Cllr Tim Woodhouse
Hale Recreation Ground	Cllr Tony Fairclough	
Wrecclesham Recreation Ground Committee	Lead – Cllr Tim Woodhouse Reserve – Cllr John Ward	Cllr Tim Woodhouse

Council is asked to advise:

- 1) If any group no longer exists or if a liaison councillor is not required.
- 2) If any group should be added where there is synergy with FTC and the organisation.

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